



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, December 12, 2024 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.....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 09/2024 (November 28, 2024) 3-7
 - b) Land Management Committee Meeting LM 02/2024 (November 28, 2024)8-10
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
- 9) Reports:
 - a) Reports FA 96 -100/2024 - Monthly Staff Reports.....11-19
(Peter Dragunas, Gerrit Kremers, Al Bradford, Brittany Bell, Thomas Polland)
 - b) Report FA 101/2024- November Summary of Revenue & Expenditures.....20-21
(Susan Simmons)
 - c) Report FA 102/2024- Accounts Paid.....22
(Susan Simmons)
 - d) Report FA 103/2024- Proposed 2025 Meeting Schedule.....23-24
(Dusty Underhill)

e) Report FA 104/2024- Year-End Motions..... (Dusty Underhill)	25
10) General Manager / Secretary-Treasurer's Report..... (Dusty Underhill)	26
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 November, 2024.....	27-30
15) Closed Session	
a) Personnel/Finance Committee Meeting Minutes #PF 02/2024 (November 28, 2024)	
b) Revision to a previous report brought forward to the Board of Directors	
16) Next Meeting of the Full Authority: Annual General Meeting in February 2025	
17) Termination	

DRAFT

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

Thursday, November 28, 2024

Meeting #09/2024

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
Scott Lewis	Member	Township of Malahide

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
Thom Polland	Conservation Areas Assistant

OTHERS PRESENT:

Rob Perry Reporter, the Aylmer Express

WELCOME / CALL TO ORDER:

Chairperson Buchner welcomed everyone and called the meeting to order at (9:11 a.m.).

ADOPTION OF AGENDA:

Motion # 115/2024 G. Clarke S. Lewis CARRIED

THAT, the Agenda for the November 28th, 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 #116/2024 M. Griffin G. Clarke CARRIED

THAT, the Minutes of Full Authority Meeting #08/2024 (October 10, 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 81 to FA 85/2024 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 117/2024 M. Griffin G. Clarke CARRIED

THAT, Staff Reports FA 81 to FA 85 for the month of October, 2024 be noted and filed.

Arthur Oslach arrived to the meeting at (9:19 a.m.).

Report FA 86/2024 – October Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 118/2024 G. Clarke S. Lewis CARRIED

THAT, Report FA 86/2024 (October Summary of Revenue & Expenditures), be noted and filed.

Report FA 87/2024 – Accounts Paid, was presented, discussed, and resolved.

Motion # 119/2024 S. Lewis M. Griffin CARRIED

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

Report FA 88/2024 – East Gate Payment Terminal Revenue Analysis was presented, discussed, and resolved.

Motion # 120/2024 M. Griffin G. Clarke CARRIED

THAT, Report FA88/2024, East Gate Payment Terminal Revenue Analysis be received as information at this time.

Report FA 89/2024 – Coastal Resilience Action Plan Funded by ECCC, was presented, discussed, and resolved.

Motion # 121/2024 M. Griffin S. Lewis CARRIED

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

Report FA 90/2024 – Conservation Authority Land Inventory, was presented, discussed, and resolved.

Motion # 122/2024 G. Clarke S. Lewis CARRIED

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.

Reports FA 91 – FA 93/2024 – 2024 Conservation Areas Workshop Report, was presented, discussed, and resolved.

Motion # 123/2024 S. Lewis M. Griffin CARRIED

THAT, Reports FA 91-93/2024 2024 Conservation Areas Workshop, be received as information at this time.

Report FA 94/2024 – Catfish Creek Conservation Authority Privacy Policy, was presented, discussed, and resolved.

Motion # 124/2024 M. Griffin G. Clarke CARRIED

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

Report FA 95/2024 – Christmas Office Closure, was presented, discussed, and resolved.

Motion # 125/2024 M. Griffin S. Lewis CARRIED

THAT, the Christmas Office Closure schedule be approved as presented; and further,

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.

GENERAL MANAGERS REPORT:

- 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.

CORRESPONDENCE:

a) Copied:

- Correspondence Register for October, 2024.

Motion # 126/2024

G. Clarke

S. Lewis

CARRIED

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

CLOSED SESSION:

None

Page 4 of 5

NEXT MEETING / TERMINATION:

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

Motion # 127/2024 M. Griffin S. Lewis CARRIED

THAT, the Full Authority be terminated at 9:35 a.m.

General Manager / Secretary –Treasurer

Authority Chairperson



**MINUTES OF THE MEETING OF THE
CATFISH CREEK CONSERVATION AUTHORITY
LAND MANAGEMENT COMMITTEE**

Thursday, November 28, 2024

Meeting #02/2024

The Land Management Committee Meeting of the Catfish Creek Conservation Authority was held at the Catfish Creek Conservation Authority Administration Building.

PRESENT:

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

STAFF:

Dusty Underhill	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Al Bradford	Conservation Area Supervisor
Brittany Bell	Communications/Program Support Assistant
Thom Polland	Conservation Areas Assistant
Gerrit Kremers	Resource Planning Coordinator

WELCOME / CALL TO ORDER:

Authority Chairperson Paul Buchner welcomed everyone and called the meeting to order at (9:37 a.m.) in Chairperson Clarke’s absence.

LAND ACKNOWLEDGMENT:

The CCCA recognized that the land on which we gather is in the traditional territory shared between the Haudenosaunee confederacy, the Anishinabe nations, and the Attiwonderonk Neutrals.

ADOPTION OF AGENDA:

Motion #LMC 10/2024 P. Buchner M. Griffin CARRIED

THAT, the Agenda for the November 28, 2024, Land Management Committee meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

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

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report LM 08/2024 –Springwater Conservation Area 2025 Fee Schedule, was presented, discussed, and resolved.

Motion #LMC 11/2024 M. Griffin P. Buchner CARRIED

THAT, the Land Management Committee recommend to the Full Authority that the 2025 Springwater Conservation Area Fee Schedule attached to Report LM 08/2024, be adopted as presented.

Report LM 09/2024 –Springwater C.A Transient/Seasonal Rules and Regulations, was presented, discussed, and resolved.

Motion #LMC 12/2024 S. Lewis M. Griffin CARRIED

THAT, the Land Management Committee recommend to the Full Authority that the revised Rules and Regulations for the Springwater Conservation Area Visitors Guide and Seasonal Handbook be approved as presented in Report LM 09/2024.

Report LM 10/2024 – Property Tax Comparison, was presented, discussed, and resolved.

Motion #LMC 13/2024 P. Buchner S. Lewis CARRIED

THAT, Report LM 10/2024, be received as information at this time.

Report LM 11/2024 – Springwater Conservation Area Seasonal Camper Form, was presented, discussed, and resolved.

Motion #LMC 14/2024 M. Griffin S. Lewis CARRIED

THAT, the Seasonal Camper Agreement and the Winter Storage Agreement are approved by the Full Authority to include the above additions;

AND THAT, the Seasonal Co-Occupant Agreement, Seasonal Camper Co-Occupant Removal Form and Seasonal Camper Occupant Transfer Form attached in Report FA 11/2024, be approved as presented.

Report LM 12/2024 – Springwater Conservation Area Golf Cart Policy, was presented, discussed, and resolved.

Motion #LMC 15/2024 S. Lewis P. Buchner CARRIED

THAT, the Full Authority approve the proposal to allow golf carts in the campground; AND THAT, the Full Authority establish the golf cart non-refundable permit fee as presented in this Report; AND THAT, the Full Authority establish safety guidelines and operational protocols for camper golf cart use; AND THAT, staff develop a marketing plan to promote this new offering at the West Campground to new and existing Seasonal Campers.

Report LM 13/2024 – Chainsaw Certification Program and Fees, was presented, discussed, and resolved.

Motion #LMC 16/2024 S. Lewis M. Griffin CARRIED

THAT, the Land Management Committee recommend to the Full Authority that the Chainsaw Certification Course and Fees attached to Report LM 13/2024, be adopted as presented.

UNFINISHED BUSINESS:

None

COMMITTEE CHAIRPERSON’S / COMMITTEE MEMBER’S REPORT:

None

CORRESPONDENCE:

None

NOTICE OF MOTIONS / NEW BUSINESS:

None

CLOSED SESSION:

None

TERMINATION:

Motion #LMC 17/2024 S. Lewis P. Buchner CARRIED

THAT, the meeting be terminated at (9:53 a.m.).

General Manager / Secretary - Treasurer

Committee Chairperson

REPORT FA 96/2024 : To The Full Authority

FROM: Water Management Technician
SUBJECT: Monthly Staff Report for the Month of October
DATE: December 3, 2024

Water Management Technician

Current Activities:

- Finalized the 2024-2025 Catfish Creek Conservation Authority Flood Forecasting and Warning criteria and updated the required thresholds (precipitation intensities/duration ratings).
- Meet with Malahide Emergency Staff to discuss any concerns/duties for the 2024-2025 flood season.
- Continued examination of 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.
- Finalized the updating of the Catfish Creek Conservation Authority Freezing Degree Day Calculator applied to riverine ice thickness forecasting and monitoring.
- Continue with 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.
- Issued a Lake Erie North Shore Watershed Condition Statement for storm surge.

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 November 2024, be noted and filed.

Peter Dragunas
Water Management Technician

REPORT FA 97/2024: To Full Authority

FROM: Gerrit Kremers, Resource Planning Coordinator

SUBJECT: November Monthly Staff Report

DATE: December 3, 2024

Resource Planning Coordinator

Current Activities:


- Responded 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 Authority Coastal Network workshop, with planning and regulations staff from almost all 36 Conservation Authorities present;
- Participated in a working group as part of the North Shore Resilience Plan Working Group with staff from neighbouring Conservation Authorities and other agencies;
- Continuation of ELP chainsaw certification with the field work portion, 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 2025 Envirothon meeting, planning for next years competition. With this years topic being Roots & Resiliency: Fostering Forest Stewardship;
- 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;
- Conservation Ontario webinars for Standard Operation Procedures for Section 28 of the Conservation Authorities Act.
- 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 November, 2024, be noted and filed.



Gerrit Kremers
Resource Planning Coordinator

REPORT FA 98/2024 : To The Full Authority

FROM: Al Bradford, Conservation Areas Supervisor

SUBJECT: November Monthly Staff Report

DATE: **November 30, 2024**

Conservation Areas Supervisor

Current Activities:

- Chainsaw course and field work with ELP class here at CCCA (Archie Coulter) split into 3 groups throughout the conservation area
- Meeting with Elgin hiking club regarding the Spirit Walk, staff started some prep work for the spirit walk with ELP as they assisted during a workday
- ELP workdays here at SPW CA, we had ELP students assist with splitting and bucking up firewood, piling firewood, some basic trail maintenance, assisted with decorating the float for the parade in Aylmer.
- Finished all winterizing in East Campground buildings and taps
- Posted for controlled hunt at Yarmouth Natural Heritage Area that took place the week of Nov 21 & 22 2024
- Will advertise late December for “come try out” Winter Camping in the East Campground
- Contractor completed ceiling repairs and painting at the schoolhouse
- Sat in on a meeting with Susan, Brittany and Jen along with Camis kickoff meeting going over items we would like to see and timelines
- Met with Friends of SPW to discuss items from this past year and the new upcoming season, along with discussion with staff on some items that need attention
- Met with co-workers to discuss items for Land Management report (Rules & Regulations, new golf cart policy)
- Catch up on administration work while not in the field for chainsaw
- Met with Ron Casier regarding Envirothon for April 15/25 & April 29/25 here at Springwater Conservation Area
- Investigating Bromley Track in New Sarum as a situation was made aware to us by some landowners on Nov 29/24
- Spoke to OPP regarding the incident which occurred at Archie Coulter back in September, and requested a meeting with them regarding communication between both organizations hopefully will take place beginning of 2025
- Had a preliminary meeting with staff regarding Maple Syrup 2025 discussing what events might be a possibility to have so we can start to reach out to vendors
- East campground hydro work should be completed by December 2024 which will add some hydro to our group camping below the schoolhouse as well as an additional 10 (30amp without water) in the Arb, which gives us a total of 22 (30amp sites). This gets us a bit closer to finishing the East Campground.

Upcoming Activities:

- Preparation for the upcoming Spirit Walk to be held on Dec 7th 2024
- Will be posting once again for Dec 5th & 6th Controlled hunt at Yarmouth Natural Heritage Area
- Completing chainsaw course/field work with ELP class here at the CCCA (Archie Coulter)
- Wrap up meetings for Carolinian Forest Festival at Jaffa Outdoor Ed Centre, Conservation Areas Workshop
- Regulation Meeting on Dec 3rd regarding Section 28 SOP's
- Prep work for the Annual Report
- Gather pictures and info to be able to post additional items on Gov Deals
- Picnic table frames will be ready for pickup second week of December (this will give us 45 additional tables to add to our stock so we can also catch up on additional repairs and have extras in the campground) also the new trailer should also be ready
- Advertising later in December for 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 amenities (hydro))

Recommendation:

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



Al Bradford
Conservation Areas Supervisor

REPORT FA 99/2024: To Full Authority

FROM: Brittany Bell, Communications/Program Support Assistant

SUBJECT November Monthly Staff Report

: DATE: **November 30, 2024**

Communications/Program Support Assistant

Current Activities:

- Seasonal camper administration
- Maintained social media channels and posted entertaining content
- Monitoring CCCA website inquiries
- Catfish Creek Conservation Authority administrative and Communication duties
- 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
- Met with the Elgin Hiking Club in regard to planning the Christmas Spirit Walk
- End of the season closing duties
- Updates to the CCCA website
- CAMIS Kick off Meeting to discuss our needs with CAMIS
- Working with the Conservation Areas Supervisor to design new signs
- Preparation for 2025 Maple Syrup Festival
- Began work on the Annual Report
- Advertised for the Spirit Walk on social media and created an event listing
- Met with the Friends of Springwater to discuss items from 2024 and 2025
- Met with staff regarding planning the 2025 Maple Syrup Festival
- Prepared for the upcoming Joint Health and Safety Committee
- Added training material to Safety Hub
- Advertised for Volunteers for the Spirit Walk
- Working on revamping on onboarding materials for seasonal staff

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)
- Annual Report preparation
- Apply for the Celebration Ontario Grant
- Joint Health and Safety Meeting

Recommendation:

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



Brittany Bell
Communications/Program Support
Assistant

REPORT FA 100/2024: To The Full Authority

FROM: Thomas John Polland, Conservation Areas Assistant

SUBJECT: November Monthly Staff Report

DATE: **November 23, 2024**

Conservation Areas Assistant

Current Activities:

- Camp-ground operations for November & December.
- Staff are collecting logs from Archie Coulter that have been felled through the ELP chainsaw certification course.
- Work yard clean-up and proactive equipment maintenance, ensuring all working points are lubricated, hoses checked for signs of wear or cracking.
- Staff have been bucking and splitting logs over at the wood cribs, staff are pleased with the amount of wood split and stacked so far.
- Staff has applied two (2) coats of wood sealer on the wooden bench carvings located inside the sugar shanty.
- A seasonal amenities have been put away for the winter.
- Exterior of the schoolhouse has seasonal lighting put up & the interior seasonal decorations as well
- Staff are working with ELP (environmental leadership program) to assist with chainsaw certification at Archie Coulter CA.
- Staff have been raking and blowing off sites along with leaf collection putting the park to bed.
- Staff have been working at the facilities, getting them winterized and doing the fall maintenance such as eavestrough cleaning, chemical and paper product removal for winter storage.
- Schoolhouse ceiling repairs completed plus painting.
- Staff are utilizing the contractors scaffolding to do a high dusting and cleaning at the schoolhouse interior.

Upcoming Activities:

- Staff are preparing for the annual Spirit Walk which will be held December 7th at 6:00pm to 8:00pm.
- Round-table discussions on the maple syrup event, the team did a SWOT of the event to determine viable entertainment options.
- 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 some interior cosmetic facility improvements.

Recommendation:

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



Thomas Polland
Conservation Areas Assistant

REPORT FA 101/2024 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures
DATE: November 30, 2024

SUMMARY OF REVENUE

for the period ending November 30, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MNRF Provincial Grants	\$ 41,215.00	\$ 41,215.00	\$ -	\$ 41,215.00
Other Provincial Grants	\$ 42,206.78	\$ 34,582.98	\$ (7,623.80)	\$ 18,570.88
Other NIE Grants	\$ -	\$ 790.40	\$ 790.40	\$ -
Federal Grants	\$ 138,710.18	\$ 25,846.00	\$ (112,864.18)	\$ 277,265.01
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	\$ 34,678.74	\$ 3,749.39	\$ 45,071.15
Conservation Areas Revenue	\$ 727,649.00	\$ 739,869.49	\$ 12,220.49	\$ 705,097.25
Maple Syrup Revenue	\$ 41,080.00	\$ 46,457.50	\$ 5,377.50	\$ 61,637.42
Bank Interest Earned	\$ 15,000.00	\$ 24,526.25	\$ 9,526.25	\$ 26,070.06
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 5,734.56	\$ 734.56	\$ 7,035.45
Watershed Stewardship	\$ 8,300.00	\$ 25,498.55	\$ 17,198.55	\$ 11,190.32
Revenue from Other C.A. Lands	\$ 13,546.00	\$ 16,105.28	\$ 2,559.28	\$ 13,412.59
Other Revenue	\$ 1,700.00	\$ 1,700.00	\$ -	\$ 2,703.11
Contract Services	\$ -	\$ 383.28	\$ 383.28	\$ 214.36
Environmental Education	\$ 6,753.61	\$ 14,695.27	\$ 7,941.66	\$ 6,895.00
Vehicle & Equipment Rental Recoveries	\$ 29,000.00	\$ 49,875.30	\$ 20,875.30	\$ 23,480.93
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	\$ 1,547,367.72	\$ (218,974.52)	\$ 1,659,734.05

DONATIONS/SPONSORSHIPS	2024 Budget	Received To Date	Difference
Annual Report	\$ 1,000.00	\$ 1,000.00	\$ -
Environmental Education	\$ 2,000.00	\$ 620.00	\$ (1,380.00)
EESS ELP	\$ 5,400.00	\$ 5,000.00	\$ (400.00)
Commemorative Forest	\$ 300.00	\$ 530.00	\$ 230.00
Springwater Forest Trails	\$ 9,829.35	\$ 10,405.41	\$ 576.06
Archie Coulter C.A. Trails	\$ 2,200.00	\$ 1,717.80	\$ (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	\$ 2,500.00	\$ (500.00)
Special Conservation Projects	\$ -	\$ 1,055.00	\$ 1,055.00
SPW CA Development	\$ -	\$ 1,000.00	\$ 1,000.00
	\$ 30,929.35	\$ 34,678.74	\$ 3,749.39

REPORT FA 101/2024 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures
 DATE: November 30, 2024

SUMMARY OF EXPENDITURES

for the period ending November 30, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service:	\$152,975.78	\$ 123,019.07	\$ (29,956.71)	\$ 113,857.97
2 FLOOD FORECASTING & WARNING	\$274,434.00	\$ 260,592.41	\$ (13,841.59)	\$ 253,822.52
3 DROUGHT AND LOW WATER RESPONSE	\$17,732.88	\$ 16,213.58	\$ (1,519.30)	\$ 13,878.37
4 ICE MANAGEMENT	\$25,797.86	\$ 24,495.88	\$ (1,301.98)	\$ 22,163.34
5 INFRASTRUCTURE (Dam)	\$24,766.80	\$ 21,262.40	\$ (3,504.40)	\$ 21,804.56
6&7 ACT REVIEWS & PLAN REVIEW	\$3,267.81	\$ 2,740.47	\$ (527.34)	\$ 3,814.09
8 ADMINISTRATING & ENFORCING THE ACT (Section 28)	\$46,949.19	\$ 41,700.67	\$ (5,248.52)	\$ 37,444.37
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$86,900.35	\$ 72,872.30	\$ (14,028.05)	\$ 98,199.96
12 WATER QUALITY (PGMN & PSMP)	\$9,366.44	\$ 8,106.79	\$ (1,259.65)	\$ 15,646.50
13 SOURCE PROTECTION	\$6,267.78	\$ 3,073.35	\$ (3,194.43)	\$ 2,006.06
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$648,458.89	\$574,076.92	-\$74,381.97	\$582,637.74
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$19,877.23	\$ 34,928.40	\$ 15,051.17	\$ 24,559.26
ENVIRONMENTAL EDUCATION	\$16,253.61	\$ 9,107.30	\$ (7,146.31)	\$ 4,748.59
SPECIAL PROJECTS	\$9,200.00	\$ 6,376.83	\$ (2,823.17)	\$ 6,791.91
C.A. DEVELOPMENT PROJECTS	\$176,904.18	\$ 60,000.52	\$ (116,903.66)	\$ 182,675.00
OTHER CAPITAL PROJECTS	\$23,381.00	\$ 20,484.66	\$ (2,896.34)	\$ 3,041.73
MAPLE SYRUP PROGRAM	\$45,080.00	\$ 38,056.35	\$ (7,023.65)	\$ 79,858.53
SPRINGWATER CONSERVATION AREA	\$751,867.53	\$ 696,931.08	\$ (54,936.45)	\$ 649,184.03
VEHICLE & EQUIPMENT OPERATIONS	\$75,319.80	\$ 74,488.17	\$ (831.63)	\$ 70,218.44
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,117,883.35	\$940,373.31	-\$177,510.04	\$1,021,077.49
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,766,342.24	\$ 1,514,450.23	\$ (251,892.01)	\$ 1,603,715.23

Susan Simmons

Susan Simmons,
 Financial Services Coordinator

REPORT FA 102/2024 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Accounts Paid
 DATE: December 3, 2024

VENDOR	CHQ #	TOTAL	EXPLANATION
VOID	31984		
VOID	31985		
VOID	31986		
Dale Equipment Centre	31987	\$ 228.52	equipment maintenance
Frank's Mobile Service	31988	\$ 395.50	equipment maintenance
Ken Jones Signs	31989	\$ 237.30	campground supplies
Martin's Custom Woodwork Inc.	31990	\$ 11,441.25	picnic table frames
Paul Fody	31991	\$ 2,184.54	schoolhouse maintenance
Silverthorn Landscape Supplies	31992	\$ 84.75	campground supplies
Hyde Park Equipment Ltd.	online	\$ 63.00	equipment maintenance
Francotyp-Postalia Canada	online	\$ 1,130.00	postage metre refill
Canadian Tire	31993	\$ 59.79	campground supplies
Dulux - PPG AC Canada Inc.	31994	\$ 186.90	campground supplies
Glenbriar Bottled Water Co. Ltd.	31995	\$ 62.67	water cooler service
Integrity IT Services	31996	\$ 647.78	computer network support
Nitro Software Inc.	31997	\$ 2,867.20	annual subscription - PDF software
Passport Labs, Inc	31998	\$ 11.55	mobile parking app fee
Springwater Mills Ltd.	31999	\$ 508.50	firewood
CIBC VISA	online	\$ 284.87	Office Equipment
		\$ 371.62	stationery and office supplies
		\$ 144.54	general expenses
		\$ 48.57	meeting expenses
		\$ 97.48	flood forecasting supplies
		\$ 33.90	planning supplies
		\$ 45.20	woodlot management
		\$ 196.27	SPW software
		\$ 76.25	campground supplies
		\$ 319.62	special events
		\$ 965.93	equipment purchase - small tools
		\$ 138.31	equipment maintenance
		\$ 22,831.81	

RECOMMENDATION:

THAT, Accounts Paid totalling **\$22,831.81** , be approved as presented in Report FA 102/2024



Susan Simmons,
 Financial Services Coordinator

REPORT FA 103/2024: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary - Treasurer

SUBJECT: Proposed 2025 Meeting Schedule

DATE: November 29, 2024

PURPOSE:

To present the members with a list of the proposed CCCA 2025 meeting dates.

DISCUSSION:

To provide members with ample notice of upcoming meetings, staff have prepared the following report and schedule of proposed CCCA meeting dates for 2025.

Holding board meetings incurs costs, such as travel expenses and administrative support. By reducing the number of meetings, these overhead costs can be lowered, and staff can spend more time providing mandatory programs and services to our watershed constituency.

With fewer meetings, board materials will be better structured to provide the necessary data for effective governance, active discussions, and timely decision-making. Well-prepared agenda packages will ensure that directors who prefer to carefully consider their options and have adequate time to do so. Fewer meetings can also lead to more focused, well-prepared agendas, allowing for quicker and more effective decision-making.

When directors are not required to meet as frequently, attendance often improves. The reduced demands on their time make it more likely that they will prioritize attending, especially since the content they miss will be greater. With fewer meetings, the board can concentrate on key issues and strategic planning rather than being bogged down in ongoing operational discussions.

The Conservation Authorities Act requires that the first meeting of an authority shall be held at such time and place as may be determined by the Minister. In each year thereafter, the authority shall hold at least one meeting before the 1st day of March and at least one meeting after the 1st day of July and such other meetings, as it considers necessary to effectively conduct the affairs of the authority.

The below schedule fulfills all of our legal obligations well cutting overhead costs and staff time. This time can be used to support our mandatory programs and services and our other services in which we utilize to offset the financial impacts of Ontario Regulation 686/21.

Personnel/Finance Committee	Thursday, January 30	10:00 a.m.
Annual General Meeting	Thursday, February 20	2:00 p.m.
Full Authority	Thursday, April 10	10:00 a.m.
Land Management Committee	Thursday, May 29	10:00 a.m.
Full Authority	Thursday, June 12	10:00 a.m.
Full Authority	Thursday, September 11	10:00 a.m.
Full Authority	Thursday, November 20	9:00 a.m.
Land Management Committee	Thursday, November 20	10:00 a.m.
Personnel/Finance Committee	Thursday, November 20	11:00 a.m.
Full Authority	Thursday, December 11	10:00 a.m.

RECOMMENDATION:

THAT, the Full Authority approve the 2025 Meeting Date Schedule as outlined and presented in Report FA 103/2024.

D. Underhill

Dusty Underhill
General Manager / Secretary-Treasurer

REPORT FA 104/2024: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Year-End Motions

DATE: October 22, 2024

PURPOSE:

To seek approval for the following list of Year-End Motions.

DISCUSSION:

The following Motions require ratification prior to the end of the year.

- 1) THAT, the Personnel / Finance Committee be given the power to deal with any matters that may arise prior to the first Full Authority meeting in the year 2025.
- 2) THAT, the Chairperson and the General Manager / Secretary-Treasurer be authorized to discharge Accounts Payable for December 2024, and January, 2025, or until the next Full Authority meeting is held.
- 3) THAT, the CCCA office be closed to the public (except for emergency response) from 4:30 p.m. on Monday, December 23, 2024, to 8:30 a.m. on Tuesday, January 2, 2025.

RECOMMENDATION:

THAT, the Full Authority approve the list of Year-End Motions contained in Report FA 104/2024.



Dusty Underhill
General Manager/ Secretary - Treasurer

Completed the mandatory Land Inventory which concludes all of the mandatory deliverables associated with Ontario Regulation 686/21.

Preparations and preliminary planning for the CCCA's 75th Anniversary in February of 2025.

Completed my Annual General Meeting remarks for 2024.

Attended a Battery Plant site visit on November 27, 2024.

Hosted the Annual Malahide and Catfish Creek ice season discussion. Various things were identified amongst staff and discussed concerning entry and egress.

Prepared the Personnel and Finance, Land Management, Source Protection and Full Authority Agendas

CCCA staff attended the Aylmer Christmas Parade and entered a float this year with other CCCA staff members. The Aylmer Kinsmen Club put on but another amazing Christmas Parade.

Compiling information and assisting in the creation of maps for consideration under the Community Conservation Lands Program, which would relieve us of the tax burden on the Tisdale CA.

Assisted with some seasonal camper administration about negligent payments.

Assisted staff with some administrative issues with the Friends of Springwater.

Provided the draft budget to our member municipalities both through email and through mail, pre strike.

Completed and submitted the contract for CAMIS our new reservation software program.

Reviewed Conservation Ontario's Update Model for Hearing Guidelines, which will reflect current hearing avenues under the CA Act. This will assist staff while creating hearing procedures.

Reviewed the Excess Soil proposal for regulatory amendments.

Discussed potential long term funding ideas for projects under the Nature Smart Climate Solutions Fund.

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

Date	Type	Agency	Topic
November 1, 2024	Email/ Response	CO	GM Meeting: Watershed Stewardship, Restoration and Land
November 1, 2024	Email/ Response	Ron Casier	Chestnut Trees
November 1, 2024	Email/ Response	ECCC	RE: Invitation: Great Lakes Freshwater Ecosystem Initiative (GLFEI) Symposium - November 20, 2024 (In-person) – Agenda now available
November 4, 2024	Email	CO	FW: RESCON November 2024 Newsletter
November 5, 2024	Email	SCRCA	RE: Peer Feedback Request: Park Model
November 5, 2024	Email	FOS	Facebook Access Request for Brit
November 6, 2024	Email	Associate Professor and Coordinator of the Masters of Conservation Leadership Program (MCL)	Webinar tomorrow on Leadership Training in Conservation; 1 - 2 pm Thursday Nov 7th
November 6, 2024	Email/ Response	RRCA	Levy Questions
November 6, 2024	Email/ Response	CAMIS	Re: Contract
November 6, 2024	Email/ Response	Vistacare	Permit submissions for Catfish Creek Conservation Authority

November 7, 2024	Email/ Response	MNR	Automatic reply: CLTIP Question
November 7, 2024	Email/ Response	CO	FW: Canada Water Agency Webinar
November 7, 2024	Email	OMAFRA	Expression of Interest – Great Lakes and Lake Simcoe Program
November 7, 2024	Email/ Response	Todd Rowley	ACCA YouTube video
November 8, 2024	Email	CO	FW: Expression of Interest by November 29th– Great Lakes and Lake Simcoe Program
November 8, 2024	Email/ Response	County of Elgin	RE: CCCA Contact
November 11, 2024	Email/ Response	CO	CA Feedback Request: Draft Updated Model CA Act Hearing Guidelines
November 11, 2024	Email/ Response	CO	FW: CA Feedback Request: Draft Updated Model CA Act Hearing Guidelines
November 12, 2024	Email/ Response	MNR	2024-25 In-Year Progress Report - DUE October 31, 2024
November 13, 2024	Email	CO	Further information RE: Expression of Interest by November 29th– Great Lakes and Lake Simcoe Program
November 13, 2024	Email/ Response	CO	Lunch and Learn - A Webinar about the First Stemp in Natural Asset Manaement Planning -

			December 3 at 12:00 PM EST
November 13, 2024	Email	OLTA	Re: EGP Recipient Workshop: Nov 15th
November 13, 2024	Email/ Response	CO	CA Administrative By-Law Model - draft updates
November 14, 2024	Email/ Response	CO	Draft CO Response for Review: Reuse of Excess Soil (ERO#019-9196)
November 14, 2024	Email/ Response	CO	(Registration Required) Webinar: Standard Operating Procedures and Stop Orders
November 14, 2024	Email/ Response	RALP	Funding Available for Ontario Farmers
November 15, 2024	Email	GRCA	Canceled: LERMC meeting
November 18, 2024	Email/ Response	MNR	RE: CLTIP Question
November 18, 2024	Email	CO	Abstract Deadline December 15th for Flood Management -10th International Conference - May 2026 London, OntarioCO
November 19, 2024	Email/ Response	OSC	Tree and Shrub Planting Intakes
November 20, 2024	Email/ Response	City of St Thomas	Yarmouth Yards coffee and look ahead
November 20, 2024	Email/ Response	CO	Reminder: CA Feedback Request: Draft Updated Model CA

			Act Hearing Guidelines
November 20, 2024	Email	OWA	Woodlot Management 101 - Thursday, December 12th, 2024
November 20, 2024	Email/ Response	CO	FUNDING -Launch of the NSCSF Emissions Reductions Intake 2024
November 20, 2024	Email/ Response	Oxford County	RE: Emergency Contact, CCCA
November 20, 2024	Email/ Response	MNR	RE: PGMN public well samples for PMRA,
November 20, 2024	Email/ Response	Town of Aylmer	A06-24 - Notice of Public Hearing - 187 John Street North
November 20, 2024	Email/ Response	SCRCA	Hearing Board
November 21, 2024	Email/ Response	CO	Final Conservation Ontario Comments: Excess Soil Reuse (ERO#019-9196)
November 21, 2024	Email/ Response	GRCA	For information: Agenda Package for Nov 28 LERSPC meeting (no SPA Liaison)
November 21, 2024	Email/ Response	Nancy Moore	200 Trees for 200 Years Celebration
November 22, 2024	Email	ECCC	National Framework for Environmental Learning - Youth Engagement Highlights Report
November 22, 2024	Email	Malahide	D10-E93-24-Blatz-9982 Hacienda Rd
November 22, 2024	Email/ Response	CO	Next Steps FW: Launch of the NSCSF Emission

			Reductions Intake 2024
November 22, 2024	Email	MNR	Stewardship Portal Service Interruption
November 25, 2024	Email/ Response	OWA	OWA membership renewal
November 25, 2024	Email/ Response	Graham Scott Enns	RE: EXTERNAL: Re: Interim audit
November 25, 2024	Email/ Response	TRUE Consulting	Request for EFT Information for Canada Post Strike
November 26, 2024	Email/ Response	Central Elgin	Re: Chainsaw Training
November 27, 2024	Email/ Response	City of St Thomas	RE: Board meetings schedule
November 28, 2024	Email/ Response	CO	Funding for Invasive Phragmites Control
November 28, 2024	Email/ Response	KPMG	CEWS Q&A
November 30, 2024	Email	United Way	Holiday gifts that feel good and DO good!