

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

Thursday, March 23rd, 2017

Meeting #02/2017

PRESENT:

Rick Cerna	Chairperson	Township of Malahide
Mark Tinlin	Vice-Chairperson	City of St. Thomas
Sally Martyn	Member	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer
Anne Vanhoucke	Member	Township of South-West Oxford

STAFF:

Kim Smale	General Manager / Secretary – Treasurer
Susan Mann	Financial Services Coordinator
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician

OTHERS PRESENT:

Myranda Eechaute	Hamilton Ward & Cathers Insurance Services Limited
Jessica Jaremchuk	Frank Cowan Company
Craig Bradford	Reporter, The Aylmer Express

WELCOME / CALL TO ORDER:

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

ADOPTION OF AGENDA:

Motion # 15/2017 A. Oslach A. Vanhoucke CARRIED

THAT, the Agenda for the March 23rd, 2017, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST:

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:

Member Martyn asked to have Chairperson Cerna's acceptance comments on Page 3 of the Minutes reworded for clarification.

Motion # 16/2017 A. Vanhoucke A. Oslach CARRIED

THAT, the Minutes of Full Authority meeting # 01/2017 (February 23, 2017), be accepted as amended.

BUSINESS ARISING FROM MINUTES:

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

PUBLIC / SPECIAL DELEGATIONS:

a) Jessica Jaremchuk, Myranda Eechaute- General Insurance Program:

The Authority Chairperson called upon Jessica Jaremchuk of the Frank Cowan Company to present the 2017-2018 General Insurance Program for the Catfish Creek Conservation Authority.

Ms. Jaremchuk took a few minutes to highlight and explain some of the coverages contained in the Insurance Renewal Report prepared by the Cowan Company. She noted that the level of coverages are virtually the same as in the 2016-2017 Report. She mentioned some of the specialized insurance services which the Frank Cowan Company offers to its clients at no charge such as risk management seminars and estimates of values for buildings and structures. At the conclusion of her presentation, Ms. Jaremchuk stated that she was pleased to announce that the renewal cost of the Authority's 2017-2018 insurance coverage had decreased by \$4,930.00 from the 2016-2017 premium of \$36,415.00.

Authority Chairperson Cerna thanked Jessica and Myranda for taking the time to attend the meeting and answering any questions regarding the General Insurance Program.

Ms. Jaremchuk and Ms. Eechaute left the meeting at (10:30 a.m.).

REPORTS:

Report FA 01/2017 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 17/2017 A. Vanhoucke M. Tinlin CARRIED

THAT, Staff Reports for the months of January and February, 2017, be noted and filed.

Report FA 02/2017 – January Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 18/2017 M. Tinlin A. Oslach CARRIED

THAT, Report FA 02/2017, be noted and filed.

Report FA 03/2017 – February Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 19/2017 M. Tinlin A. Vanhoucke CARRIED

THAT, Report FA 03/2017, be noted and filed.

Report FA 04/2017 – Accounts Paid, was presented, discussed, and resolved.

Motion # 20/2017 A. Vanhoucke A. Oslach CARRIED

THAT, Accounts Paid totaling \$77,745.65, be approved as presented in Report FA 04/2017.

Report FA 05/2017 –Accounts Payable, was presented, discussed, and resolved.

The Financial Services Coordinator distributed copies of Report FA 05/2017 – Accounts Payable, at the meeting for payment.

Motion # 21/2017 S. Martyn A. Oslach CARRIED

THAT, Accounts Payable totaling \$30,529.69, be approved for payment as presented in Report FA 05/2017.

Report FA 06/2017 – CCCA Committees, was presented, discussed, and resolved.

Motion # 22/2017 S. Martyn A. Vanhoucke CARRIED

THAT, the Full Authority approve the Committee appointments for the year 2017 as outlined in Report FA 06/2017.

Report FA 07/2017 – General Insurance Program, was presented, discussed, and resolved.

Motion #23/2017 A. Oslach A. Vanhoucke CARRIED

THAT, the Catfish Creek Conservation Authority renew its 2017-2018 insurance coverage with Frank Cowan Company Limited through Hamilton Ward & Cathers Insurance Services Limited at a total cost of \$31,485.00, plus applicable taxes.

Report FA 08/2017 – Audit Findings Letter, was presented, discussed, and resolved.

Motion # 24/2017 S. Martyn A. Oslach CARRIED

THAT, the Chairperson of the Catfish Creek Conservation Authority sign the “Acknowledgement of the Board of Directors Letter” prepared by Graham Scott Enns LLP Chartered Accountants for the 2016 Financial Audit.

Report FA 09/2017- Conservation Ontario’s Provincial Pre-Budget Submission, was presented, discussed, and resolved.

Motion # 25/2017 A. Vanhoucke S. Martyn CARRIED

THAT, Report FA 09/2017, be received as information at this time.

Report FA 10/2017 – 2017 Final Budget and Municipal Levy, was presented, discussed, and resolved.

The General Manager / Secretary-Treasurer informed the Board that the Final Budget information contained in Report FA 10/2017, remained the same as the Preliminary Draft Budget that was presented and approved for circulation to the member municipalities at the Personnel / Finance Committee meeting held on January 26th, 2017.

Following a brief discussion, Chairperson Cerna called for a Recorded Vote in accordance with the Municipal Levy Regulation.

Motion #26/2017 A. Oslach A. Vanhoucke CARRIED

THAT, the 2017 Catfish Creek Conservation Authority Budget totaling \$1,305,873.10, be adopted as presented; and further,

THAT, the 2017 Municipal General Levy in the amount of \$263,481.94 and the Special Plan Review Levy in the amount of \$8,250.00, be approved as presented.

Member’s Name	Municipality	CVA Apportionment %	Yes	No
Rick Cerna	Township of Malahide	35.0074	✓	
Arthur Oslach	Town of Aylmer	27.8131	✓	
Sally Martyn	Municipality of Central Elgin	27.6427	✓	
Anne Vanhoucke	Township of South-West Oxford	3.3950	✓	
Mark Tinlin	City of St. Thomas	6.1419	✓	

Carried unanimously by 100% of the weighted vote in attendance.

GENERAL MANAGER / SECRETARY-TREASURER’S REPORT:

a) Annual Meetings:

The General Manager / Secretary-Treasurer attended the Kettle Creek Conservation Authority (KCCA) Annual General Meeting (AGM) on February 15th, and the Long Point Region Conservation Authority (LPRCA) on February 24th, 2017. City of St. Thomas Mayor Heather Jackson is the new KCCA Chairperson and Councillor Noel Haydt of Norfolk County is the new Chairperson of the LPRCA.

b) Queen's Park Day:

The members were informed about the Conservation Ontario Queen's Park Day being held at the Ontario Legislature on April 4th, 2017. The purpose of the event is to showcase the wide array of programs and services provided by the 36 Conservation Authorities and communicate the urgency for increased provincial funding. The reception will provide an opportunity to meet with the Members of Provincial Parliament.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

None

NOTICE OF MOTIONS / NEW BUSINESS:

a) Seasonal Employment Interviews:

The Interview Committee decided on Thursday, April 27th, 2017, to conduct interviews for seasonal employment positions.

b) Catfish Creek Embankment Clean Up:

Member Oslach mentioned that some of the businesses located along the top of the south bank of Catfish Creek east of John Street were considering clearing the trees and underbrush from the embankment to clean up the area. He was advised that any such work would require permission from the CCCA before proceeding.

CORRESPONDENCE:

a) Copied:

- City of St. Thomas – notice that St. Thomas City Council approved our Levy in the amount of \$16,526.90 on February 6th, 2017.

b) Not Copied:

- Correspondence Registers for January and February, 2017.

Motion # 27/2017 S. Martyn A. Vanhoucke CARRIED

THAT, the Copied Correspondence and the Correspondence Registers for January and February, 2017, be noted and filed.

COMMITTEE OF THE WHOLE:

Motion # 28/2017 S. Martyn A. Oslach CARRIED

THAT, the Full Authority adjourn to the Committee of the Whole to discuss one (1) legal matter at (11:10 a.m.).

Motion # 29/2017 S. Martyn A. Oslach CARRIED

THAT, the Committee of the Whole rise without report at (11:27 a.m.).

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, April 13th, 2017, commencing at (10:00 a.m.).

Motion # 30/2017 A. Vanhoucke A. Oslach CARRIED

THAT, the Full Authority be adjourned at (11:28 a.m.).

General Manager / Secretary –Treasurer

Authority Chairperson