

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

**Thursday, March 5<sup>th</sup>, 2015**

**Meeting #02/2015**

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**PRESENT:**

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

**STAFF:**

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

**OTHERS PRESENT:**

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

**WELCOME / CALL TO ORDER:**

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

She acknowledged Member Cerna who wanted to take the opportunity to personally thank his predecessor Member Jim Jenkins for his help and guidance over the last couple of months.

**ADOPTION OF AGENDA:**

<u>Motion # 14/2015</u>	R. Cerna	A. Oslach	CARRIED
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THAT, the Agenda for the March 5<sup>th</sup>, 2015, Full Authority meeting be adopted as circulated.

**DISCLOSURE OF PECUNIARY INTEREST:**

Member Tinlin declared a pecuniary interest regarding Report FA 07/2015 - Commissionaires Services Agreement.

**ADOPTION OF MINUTES:**

<u>Motion # 15/2015</u>	M. Tinlin	A. Vanhoucke	CARRIED
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THAT, the Minutes of Full Authority meeting # 01/2015 (February 19, 2015), be accepted as circulated.

<u>Motion # 16/2015</u>	A. Oslach	R. Cerna	CARRIED
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THAT, the Minutes of Health and Safety Committee meeting #01/2015 (February 12, 2015) be accepted as circulated.

**BUSINESS ARISING FROM MINUTES:**

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

**PUBLIC / SPECIAL DELEGATIONS:**

- a) The Authority Chairperson called upon Todd Sprague of Hamilton Ward & Cathers Insurance and Jessica Jaremchuk of the Frank Cowan Company to present the 2015-2016 General Insurance Program for the Catfish Creek Conservation Authority.

Mr. Sprague began by thanking the Board for the invitation to attend the meeting. He introduced Jessica Jaremchuk as the new Regional Manager for the Frank Cowan Company.

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 those in the 2014-2015 Report. The proposed increase in the 2015-2016 premium (\$3,903.00) is attributed mainly to the property values being increase in order to reflect the current inflationary trends in the building industry, two (2) minor vehicle and equipment accident claims and one (1) outstanding personal liability claim. It was noted that the premium renewal will be decreased by an additional \$1,337.00 to reflect an adjustment in the Automobile Fleet Schedule for the tandem axle float trailer and the 1988 Stake Truck which were both sold in 2014.

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

**Mr. Sprague and Ms. Jaremchuk left the meeting at (11:50 a.m.).**

**REPORTS:**

Report FA 01/2015 – Monthly Staff Reports, was presented, discussed, and resolved.

<u>Motion # 17/2015</u>	R. Cerna	A. Oslach	CARRIED
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THAT, Staff Reports for the months of January and February, 2015, be noted and filed.

Report FA 02/2015 – January Summary of Revenue and Expenditures, was presented, discussed, and resolved.

<u>Motion # 18/2015</u>	R. Cerna	A. Oslach	CARRIED
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THAT, Report FA 02/2015, be noted and filed.

Report FA 03/2015 - February Summary of Revenue and Expenditures, was presented, discussed, and resolved.

<u>Motion # 19/2015</u>	R. Cerna	A. Oslach	CARRIED
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THAT, Report FA 03/2015, be noted and filed.

Report FA 04/2015 – Accounts Payable, was presented, discussed, and resolved.

<u>Motion # 20/2015</u>	A. Vanhoucke	M. Tinlin	CARRIED
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THAT, Accounts Payable totaling \$58,492.51, be approved for payment as presented in Report FA 04/2015.

Report FA 05/2015 – Monthly Plan Review, was presented, discussed, and resolved.

<u>Motion # 21/2015</u>	M. Tinlin	R. Cerna	CARRIED
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THAT, the Full Authority approve the Monthly Plan Review Report for the months of January and February, 2015.

Report FA 06/2015 – Board of Directors' Code of Conduct, was presented, discussed, and resolved.

Motion # 22/2015                      M. Tinlin                                      A. Oslach                                      CARRIED

THAT, the Full Authority adopt the Board of Directors' Code of Conduct attached to Report FA 06/2015; and further,

That, the Code of Conduct be incorporated into the Catfish Creek Conservation Authority's Personnel Policy and Regulations.

Report FA 07/2015 – Commissionaires Services Agreement, was presented, discussed, and resolved.

**Member Tinlin abstained from discussing and voting on Report FA 07/2015, due to a pecuniary interest.**

Motion # 23/2015                      R. Cerna                                      A. Oslach                                      CARRIED

THAT, the Full Authority contract the Commissionaires to enforce the Generic Rules and Regulations on Conservation Authority owned lands in 2015 for a fee not to exceed \$1,500.00; and further,

That, the General Manager / Secretary-Treasurer be authorized to sign the 2015 By-law Enforcement Agreement with the Commissionaires on behalf of the Catfish Creek Conservation Authority.

Report FA 08/2015 – CCCA Committees, was presented, discussed, and resolved.

Motion # 24/2015                      R. Cerna                                      A. Oslach                                      CARRIED

THAT, the Full Authority approve the Committee appointments for the year 2015 as outlined in Report FA 08/2015.

Report FA 09/2015 – General Insurance Program, was presented, discussed, and resolved.

Motion # 25/2015                      A. Oslach                                      M. Tinlin                                      CARRIED

THAT, the Catfish Creek Conservation Authority renew its 2015-2016 insurance coverage with Frank Cowan Company Limited through Hamilton Ward & Cathers Insurance Services Limited at a total cost of \$37,154.00, plus applicable taxes.

Report FA 10/2015 – WECI Capital Investment Program, was presented, discussed, and resolved.

Motion # 26/2015                      A. Oslach                                      A. Vanhoucke                                      CARRIED

THAT, the Catfish Creek Conservation Authority support the submission of the Catfish Creek Sediment Retention Structure Repair Project to the Water and Erosion Control Infrastructure Capital Investment Program for ranking and funding consideration in 2015-2016.

Report FA 11/2015 – 2015 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 11/2015, 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 22<sup>nd</sup>, 2015.

Chairperson Martyn called for a Recorded Vote in accordance with the Municipal Levy Regulation.

Motion # 27/2015                      R. Cerna                                      A. Oslach                                      CARRIED

THAT, the 2015 Catfish Creek Conservation Authority Budget totaling \$1,322,733.51, be adopted as presented; and further,

That, the 2015 Municipal General Levy in the amount of \$230,270.11 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	35.4387	✓	
Arthur Oslach	Town of Aylmer	27.7634	✓	
Sally Martyn	Municipality of Central Elgin	27.2454	✓	
Anne Vanhoucke	Township of South-West Oxford	3.4059	✓	
Mark Tinlin	City of St. Thomas	6.1466	✓	

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

**GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:**

a) Annual Meetings:

The General Manager / Secretary-Treasurer and the Authority Chairperson attended the Kettle Creek Conservation Authority Annual General Meeting (AGM) on February 18<sup>th</sup> at the St. Thomas Public Library where the Consultant for the Elgin County Shoreline Management Plan was the presenter. The Long Point Region Conservation Authority AGM was held on February 27<sup>th</sup> where the Guest Speaker was Dr. Blair Feltmate who spoke on Climate Change, Extreme Weather and Flooding.

b) Funding Announcement:

The members were informed of a funding announcement held at the Springwater Forest on March 2<sup>nd</sup>, 2015. The CCCA will be receiving \$14,000.00 through the Federal National Recreational Trails Program for its Trail Rehabilitation and Promotion Project. Elgin-Middlesex-London MP Joe Preston was in attendance to make the announcement.

**UNFINISHED BUSINESS:**

None

**CHAIRPERSON'S / BOARD MEMBER'S REPORT:**

Chairperson Martyn informed the members that the Springwater Maple Syrup Education Programs were slow starting this year due to the extreme cold weather. School classes booked for the last week in February were canceled and have been rescheduled for the first week of April.

**NOTICE OF MOTIONS / NEW BUSINESS:**

None

**CORRESPONDENCE:**

a) Not Copied:

- Correspondence Registers for January and February, 2015.

b) Copied:

- Fisheries and Oceans – a letter from the Minister of Fisheries and Oceans notifying the CCCA that the Environmental Leadership Program has been selected to receive one of Canada's Recreational Fisheries Awards for the year 2015.
- Conservation Ontario – a copy of an article that appeared in the Toronto Star regarding the Great Lakes Protection Act and the potential involvement of the Conservation Authorities.

Motion # 28/2015

A. Oslach

R. Cerna

CARRIED

THAT, the Correspondence Registers and the Copied Correspondence for January and February, 2015, be noted and filed.

**Member Tinlin left the meeting at (11:39 a.m.)**

**COMMITTEE OF THE WHOLE:**

Motion # 29/2015                      A. Vanhoucke                                      R.Cerna                                      CARRIED

THAT, the Full Authority adjourn to the Committee of the Whole to discuss one (1) matter of personnel at (11:40 a.m.).

Motion # 30/2015                      R. Cerna    A. Oslach                                      CARRIED

THAT, the Committee of the Whole rise without report at (1:13 p.m.).

**NEXT MEETING / ADJOURNMENT:**

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, April 9<sup>th</sup>, 2015, commencing at (10:00 a.m.).

Motion # 31/2015                      A. Oslach    R. Cerna                                      CARRIED

THAT, the Full Authority be adjourned at (1:14 p.m.).

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General Manager / Secretary –Treasurer

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Authority Chairperson