

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

Thursday, December 8th, 2016

Meeting #10/2016

PRESENT:

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

ABSENT:

Anne Vanhoucke	Member	Township of South-West Oxford
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STAFF:

Kim Smale	General Manager / Secretary – Treasurer
Susan Mann	Financial Services Coordinator
Ed Pietrzak	Conservation Areas Supervisor

OTHERS PRESENT:

Craig Bradford	Reporter, The Aylmer Express
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WELCOME / CALL TO ORDER:

Chairperson Martyn welcomed everyone and called the meeting to order at (1:30 p.m.).

ADOPTION OF AGENDA:

<u>Motion # 131/2016</u>	M. Tinlin	R. Cerna	CARRIED
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THAT, the Agenda for the December 8th, 2016, 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:

<u>Motion # 132/2016</u>	M. Tinlin	R. Cerna	CARRIED
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THAT, the Minutes of Full Authority meeting # 09/2016 (November 10, 2016), be accepted as circulated.

<u>Motion # 133/2016</u>	M. Tinlin	A. Oslach	CARRIED
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THAT, the Minutes of Land Management Committee meeting # 02/2016 (November 23, 2016), be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

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

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report FA 68/2016 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 134/2016 R. Cerna M. Tinlin CARRIED

THAT, Staff Reports for the month of November, 2016, be noted and filed.

Report FA 69/2016 – November Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 135/2016 A. Oslach M. Tinlin CARRIED

THAT, Report FA 69/2016, be noted and filed.

Report FA 70/2016 – Accounts Payable, was presented, discussed, and resolved.

The Financial Services Coordinator distributed copies of Report FA 70/2016, at the meeting for the members to review and ratify.

Motion # 136/2016 R. Cerna A. Oslach CARRIED

THAT, Accounts Payable totaling \$98,245.63, be approved for payment as presented in Report FA 70/2016.

Report FA 71/2016 –Monthly Plan Review, was presented, discussed, and resolved.

Motion # 137/2016 A. Oslach R. Cerna CARRIED

THAT, the Full Authority approve the Monthly Plan Review Report for the months of September, October and November, 2016.

Report FA 72/2016 – Proposed 2017 Meeting Schedule, was presented, discussed, and resolved.

Motion # 138/2016 R. Cerna A. Oslach CARRIED

THAT, the Full Authority approve the 2017 Meeting Date Schedule as outlined in Report FA 72/2016.

Report FA 73/2016 – Ice Breaking Quotations, was presented, discussed, and resolved.

Motion #139/2016 A. Oslach M. Tinlin CARRIED

THAT, the Catfish Creek Conservation Authority forward the Quotations for Ice Breaking Services to the Township of Malahide for Council's review and consideration.

Report FA 74/2016 – Year - End Motions, was presented, discussed, and resolved.

Motion # 140/2016 A. Oslach R. Cerna CARRIED

THAT, the Full Authority approve the list of Year – End Motions contained in Report FA 74/2016.

GENERAL MANAGER / SECRETARY-TREASURER’S REPORT:

a) Christmas Spirit Walk:

The Annual Christmas Spirit Walk was held at the Springwater Conservation Area on December 3rd, 2016. Over 500 people attended the event which is organized as a fundraiser in partnership with the Elgin Hiking Trail Club.

b) Elgin Clean Water Program:

The General Manager / Secretary-Treasurer informed the members that Elgin County Council had recently approved a \$40,000.00 subsidy to the Elgin Clean Water Program. This funding will be added as a line item in the County’s annual Operations Budget thanks in part to the efforts of the stewardship staff at the Kettle Creek Conservation Authority.

UNFINISHED BUSINESS:

None

CHAIRPERSON’S / BOARD MEMBER’S REPORT:

Member Oslach asked the members to consider providing the Town of Aylmer with any environmental information that could be displayed at their booth during the Aylmer and East Elgin Home and Garden Show being held on March 24 -26, 2017.

He also provided the members with some additional information regarding the recent cancellation of the By-law Enforcement Services Agreements with the Commissionaires Great Lakes.

NOTICE OF MOTIONS / NEW BUSINESS:

a) Annual Meeting Venue:

The Board directed the General Manager / Secretary-Treasurer to book the East Elgin Community Complex for the CCA Annual General Meeting scheduled for Thursday, February 23rd, 2017.

CORRESPONDENCE:

a) Copied:

- None

b) Not Copied:

- Correspondence Register for November 1 - 30, 2016

Motion # 141/2016 A. Vanhoucke A. Oslach CARRIED

THAT, the Correspondence Register for November, 2016, be noted and filed.

COMMITTEE OF THE WHOLE:

Motion # 142/2016 M. Tinlin A. Oslach CARRIED

THAT, the Full Authority adjourn to the Committee of the Whole to discuss two (2) matters of personnel at (2:10 p.m.).

All staff were asked to leave the meeting while the Full Authority considered the two (2) matters for personnel.

The General Manager / Secretary-Treasurer returned to the meeting at (2:30 p.m.).

Motion # 143/2016 M. Tinlin A. Oslach CARRIED

THAT, the Committee of the Whole rise and report at (2:35 p.m.).

Motion # 144/2016 M. Tinlin A. Oslach CARRIED

THAT, the Minutes of Personnel / Finance Committee meeting #02/2016 (November 23, 2016), be accepted as circulated.

Motion # 145/2016 A. Oslach M. Tinlin CARRIED

THAT, the current format for the annual Performance Appraisal for the position of General Manager / Secretary-Treasurer approved at Meeting #PF 05/2015, be amended to include a category on Leadership.

Motion # 146/2016 A. Oslach M. Tinlin CARRIED

THAT, the Employee Performance Appraisal completed for the General Manager / Secretary-Treasurer dated December 8th, 2016, be approved as discussed..

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held at the East Elgin Community Complex on Thursday, February 23rd, 2017, commencing at (2:00 p.m.).

Motion # 147/2016 A. Oslach M. Tinlin CARRIED

THAT, the Full Authority be adjourned at (2:38 p.m.).

General Manager / Secretary –Treasurer

Authority Chairperson