

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

Thursday, February 22nd, 2018

Meeting #01/2018

The 67th Annual General Meeting of the Catfish Creek Conservation Authority was held at the East Elgin Community Complex.

PRESENT:

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

STAFF:

Kim Smale	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Dusty Underhill	Conservation Areas Supervisor
Tiffany Kalita-Guay	Program Support Assistant

GUESTS:

Murray Alward	CCCA Supporter
Dan Arppe	Jaffa Environmental Education Centre
Pete Barbour	Councillor, Town of Aylmer
Don Beattie	Account Manager, C.I.B.C.
Bruce Bolin	Lake Erie North Shore Landowners Association
Fred Bozso	Chairperson, Catfish Creek Irrigation Advisory Committee
Craig Bradford	Reporter, The Aylmer Express
Cathy Brooks	CCCA Volunteer
Jennifer Buchanan	Auditor, Graham Scott Enns
Ron Casier	Canadian Chestnut Council
Alyssa Cousineau	Coordinator, ALUS Elgin
Kyle Cronk	President, Lake Erie North Shore Landowners Association
Dan Dale	CCCA Supporter
Heather Derks	Member Services Representative, Elgin Federation of Agriculture
Lindsay Duncan	Coordinator, County of Elgin Tourism
George Fairservice	CCCA Volunteer
Emily Febrey	CCCA Volunteer
Mary French	Deputy Mayor, Town of Aylmer
Julie Gonyou	C.A.O., County of Elgin
Jeremy Gorman	CCCA Support Staff
David Harding	Lake Erie North Shore Landowners Association
Sarah Hargreaves	Conservation Award Recipient
Al Hurst	St. Thomas Field Naturalists
Jim Jenkins	Deputy Mayor, Township of Malahide
Stan & Karen Jones	Lake Erie North Shore Landowners Association
Tim Kelly	London Life Insurance
Drake Larsen	Conservation Award Recipient
John Martyn	CCCA Supporter
Judy Maxwell	Interim General Manager, Long Point Region C.A.
Betsy McClure	Stewardship Coordinator, Kettle Creek C.A.
David Mennill	Mayor, Township of Malahide
Brett Norman	Guest Speaker
Sacha Pimiskern	CCCA Support Staff
Melissa Schneider	Vice-President, Elgin Federation of Agriculture
Al Sharpe	Director, Elgin Hiking Trail Club
Dr. Duncan Sinclair	Ducks Unlimited Canada
Duncan Sinclair Jr.	Teacher, Environmental Leadership Program
Elizabeth VanHooren	General Manager, Kettle Creek C.A.
Karen Vecchio	MP, Elgin-Middlesex-London

Mark Wales
Steve Walsh
Robyn Whaley
Cassandra Young

Lake Erie Region Source Protection Committee
ALUS Representative, Elgin Federation of Agriculture
Recipient, Student Scholarship Award
Student, Fanshawe Cooperative Education Placement

WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone to the 67th Annual General Meeting of the Catfish Creek Conservation Authority and called the proceedings to order at (2:00 p.m.).

ADOPTION OF AGENDA:

Motion # 01/2018 D. Mayberry A. Oslach CARRIED

That, the Agenda for the Annual General Meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST:

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

INTRODUCTIONS:

Chairperson Cerna introduced the Catfish Creek Conservation Authority Board of Directors, Staff, and Special Guests in attendance.

Member Mayberry, the current Mayor of the Township of South-West Oxford and the Warden of Oxford County asked for the opportunity to say a few words about his predecessor Councillor Anne Vanhoucke who passed away suddenly on December 22nd, 2017. Anne was the elected representative from the Township of South-West Oxford on the CCCA Board of Directors since 2004.

ADOPTION OF MINUTES:

Motion # 02/2018 A. Oslach D. Mayberry CARRIED

That, the Minutes of Full Authority meeting # 10/2017 (December 15, 2017), be accepted as circulated.

Motion # 03/2018 S. Martyn M. Tinlin CARRIED

That, the Minutes of Personnel / Finance Committee meeting # PF 01/2018 (February 01, 2018), be accepted as circulated.

Motion # 04/2018 A. Oslach S. Martyn CARRIED

That, the Minutes of Interview Committee meeting # IC 01/2018 (February 09, 2018), be accepted as circulated.

2017 AUDITED FINANCIAL STATEMENTS:

Jennifer Buchanan of Graham Scott Enns LLP Chartered Accountants presented the 2017 Financial Statements and Auditor's Report for the Catfish Creek Conservation Authority.

She stated that the Financial Statements present fairly, in all material respects, the statement of financial position of the CCCA as at December 31, 2017, and the statements of operations and accumulated surplus, changes in net assets, and cash flow for the year then ended in accordance with Canadian accounting standards for public sector entities.

The audience was advised that full copies of the Financial Statements are available at the CCCA Office upon request.

Motion # 05/2018 D. Mayberry M. Tinlin CARRIED

That, the Financial Statements of the Catfish Creek Conservation Authority and Audit Findings Letter prepared by Graham Scott Enns LLP, as at December 31, 2017, be adopted as circulated.

CHAIRPERSON'S MESSAGE:

Chairperson Cerna presented the Annual Chairperson's Message to the audience. A condensed version is included on the first page of the 2017 Annual Report.

ANNUAL REPORT PRESENTATION:

The General Manager / Secretary-Treasurer presented the 2017 Annual Report. He mentioned the largesse of community support and involvement the CCCA received over the past year. He also thanked the staff from the CCCA and the Township of Malahide for their efforts during the two (2) recent flood events in Port Bruce.

Motion # 06/2018 D. Mayberry A. Oslach CARRIED

That, the 2017 Annual Report be adopted as presented.

ELECTION OF OFFICERS:

Susan Simmons, Financial Services Coordinator of the CCCA was asked to conduct the elections for Chairperson and Vice-Chairperson for the year 2018.

Ms. Simmons reviewed the election procedures and declared all offices vacant. She then read the names of the current members eligible to vote and asked for the appointment of two (2) scrutineers in the event of an election.

Motion # 07/2018 S. Martyn M. Tinlin CARRIED

That, Elizabeth VanHooren and Judy Maxwell act as scrutineers in the event of an election; and further,

That, the scrutineers distribute ballots to the eligible voting members, tabulate and report the results of the vote, and destroy all ballots.

Ms. Simmons called for nominations for the position of Chairperson of the CCCA for 2018.

Arthur Oslach nominated Rick Cerna.

Nominations for the position of Chairperson were called for a second and third time.

Motion # 08/2018 A. Oslach D. Mayberry CARRIED

That, nominations for the position of Chairperson be closed.

Rick Cerna was acclaimed Chairperson for 2018.

Ms. Simmons called for nominations for the position of Vice-Chairperson of the CCCA for 2018.

Sally Martyn nominated Mark Tinlin.

Ms. Simmons called for nominations a second and third time.

Motion # 09/2018 D. Mayberry A. Oslach CARRIED

That, nominations for the position of Vice-Chairperson be closed.

Mark Tinlin was acclaimed Vice-Chairperson for 2018.

Rick Cerna assumed the Chair to continue the meeting.

GUEST SPEAKER:

Vice-Chairperson Tinlin introduced Brett Norman from the Nature Conservancy of Canada as the Guest Speaker.

Mr. Norman began his presentation by providing the audience with some background information about himself and the Nature Conservancy of Canada (NCC). Founded in 1962, the

NCC has helped conserve 1.1 million hectares of ecologically significant land across the country, protecting habitat for over 200 of Canada's most endangered species. Brett then talked about the Southern Norfolk Sand Plain Natural Area Conservation Plan that he has been involved with during his time with NCC. He noted the land acquisition, field restoration and research activities being implemented on the properties that are now owned and managed by the NCC.

Vice-Chairperson Tinlin thanked Brett for his talk and presented him with a small token of appreciation on behalf of the Conservation Authority

STUDENT SCHOLARSHIP AWARD:

Member Mayberry presented the 16th Annual Catfish Creek Conservation Authority Scholarship Award to Robyn Whaley. Robyn plans on continuing her post-secondary education in the field of wildlife biology and conservation at the University of Guelph in September, 2018.

CONSERVATION AWARD:

Member Martyn was called upon to present the Conservation Award to Drake Larsen and Sarah Hargreaves in recognition of their conservation efforts on their 50 - acre Three Ridges Ecological Farm located in the Township of Malahide. Drake and Sarah have undertaken several environmental projects on their property including the creation of a series of wetlands and grassed swales, planting tallgrass prairie and nut trees, and invasive species control. Drake is a farmer liaison for the Alternative Land Use Services (ALUS) Elgin Program and Sarah is the current Program Manager for the Ecological Farmers of Ontario.

CERTIFICATES OF RECOGNITION:

Member Oslach presented Certificates of Recognition to the following Board Member and Staff for their important contributions to the CCCA.

- 10 Years - Sally Martyn, Board Member
- 10 Years - Peter Dragunas, Water Management Technician
- 15 Years - Tony Difazio, Resource Planning Coordinator
- 20 Years - Susan Simmons, Financial Services Coordinator
- 40 Years - Kim Smale, General Manager / Secretary-Treasurer

OTHER BUSINESS:

Motion # 10/2018 D. Mayberry A. Oslach CARRIED

That, Rick Cerna, Chairperson, Mark Tinlin, Vice-Chairperson, and Kim Smale, General Manager / Secretary-Treasurer, be designated as Signing Officers for Authority business in the year 2018; and further,

That, Susan Simmons, Financial Services Coordinator, be assigned with signing authority for payroll items and utility accounts; and further,

That, the borrowing maximum for 2018 be up to the sum of \$175,000.00.

Motion # 11/2018 M. Tinlin S. Martyn CARRIED

That, the Canadian Imperial Bank of Commerce, Aylmer Branch, be appointed the Authority's banking institution for the year 2018.

Motion # 12/2018 A. Oslach M. Tinlin CARRIED

That, Steve Gibson, Elgin County Solicitor, be appointed as the Authority's Solicitor for the years 2018 and 2019 to deal with matters of litigation; and further,

That, Kim Bowsher of Bowsher + Bowsher be appointed to deal with matters of real estate for the year 2018.

Motion # 13/2018 M. Tinlin S. Martyn CARRIED

That, Graham Scott Enns LLP Chartered Accountants be appointed as the Authority's Auditor for the year 2018.

ADJOURNMENT:

Chairperson Cerna invited everyone to stay for refreshments and networking opportunities following the meeting.

Motion # 14/2018 D. Mayberry A. Oslach CARRIED

That, the Annual General Meeting of the Catfish Creek Conservation Authority be adjourned at (3:15 p.m.).

General Manager / Secretary –Treasurer

Authority Chairperson