

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

Thursday, March 22nd, 2018

Meeting #02/2018

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
David Mayberry	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
Dusty Underhill	Conservation Areas Supervisor
Tiffany Kalita-Guay	Program Support Assistant

OTHERS PRESENT:

Stan & Karen Jones	Lake Erie North Shore Landowners Association
Todd Sprague	Hamilton Ward & Cathers Insurance Service Limited
Craig Bradford	Reporter, The Aylmer Express

WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at (2:00 p.m.).

ADOPTION OF AGENDA:

<u>Motion # 15/2018</u>	M. Tinlin	A. Oslach	CARRIED
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THAT, the Agenda for the March 22nd, 2018, 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 # 16/2018</u>	M. Tinlin	D. Mayberry	CARRIED
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THAT, the Minutes of Full Authority meeting # 01/2018 (February 22, 2018), be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

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

PUBLIC / SPECIAL DELEGATIONS:

a) Todd Sprague, Hamilton Ward & Cathers Insurance:

The Authority Chairperson called upon Todd Sprague of Hamilton Ward & Cathers Insurance Service Limited to present the 2018-2019 General Insurance Program for the Catfish Creek Conservation Authority.

Mr. Sprague began by thanking the Board for the invitation to attend the meeting. He provided the members with a general overview of the coverages contained in the Insurance

Renewal Report prepared by the Cowan Company, noting that the level of coverages are virtually the same as those in the 2017-2018 Report. He mentioned two (2) Program Options which included coverage for the Unmanned Aerial Vehicles (Drones) and Cyber Risk to protect an Insured against the cost of a failure in technology or data breach as well as costs involved in restoring the organizations reputation.

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

Mr. Sprague left the meeting at (2:17 p.m.).

REPORTS:

Report FA 01/2018 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 17/2018 A. Oslach M. Tinlin CARRIED

THAT, Staff Reports for the months of January and February, 2018, be noted and filed.

Report FA 02/2018 – January Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 18/2018 M. Tinlin D. Mayberry CARRIED

THAT, Report FA 02/2018, be noted and filed.

Report FA 03/2018 – February Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 19/2018 A. Oslach S. Martyn CARRIED

THAT, Report FA 03/2018, be noted and filed.

Report FA 04/2018 – Accounts Paid, was presented, discussed, and resolved.

Motion # 20/2018 S. Martyn A. Oslach CARRIED

THAT, Accounts Paid totaling \$10,061.27, be approved as presented in Report FA 04/2018.

Report FA 05/2018 – Accounts Payable, was presented, discussed, and resolved.

Motion # 21/2018 D. Mayberry A. Oslach CARRIED

THAT, Accounts Payable totaling \$55,929.41, be approved for payment as presented in Report FA 05/2018.

Report FA 06/2018 – Monthly Plan Review, was presented, discussed, and resolved.

Motion # 22/2018 A. Oslach M. Tinlin CARRIED

THAT, the Full Authority approve the Monthly Plan Review Report for the months of January and February, 2018.

Report FA 07/2018 – Grant Funding Agreement, was presented, discussed, and resolved.

Motion # 23/2018 S. Martyn M. Tinlin CARRIED

THAT, the Catfish Creek Conservation Authority enter into a Grant Funding Agreement with the Province of Ontario represented by the Minister of the Environment and Climate Change for the Great Lakes Guardian Community Fund.

Report FA 08/2018 – General Insurance Program, was presented, discussed, and resolved.

Motion # 24/2018 M. Tinlin A. Oslach CARRIED

THAT, the Catfish Creek Conservation Authority renew its 2018-2019 insurance coverage with Frank Cowan Company Limited through Hamilton Ward & Cathers Insurance Service Limited at a total cost of \$31,580.00, plus applicable taxes.

Report FA 09/2018- Photocopier Lease, was presented, discussed, and resolved.

Motion # 25/2018 D. Mayberry A. Oslach CARRIED

THAT, the Full Authority approve the lease of a Canon iR Adv C-5535i from Canon Canada for a 68 month term at a rate of \$620.83 per quarter, plus applicable taxes.

Report FA 10/2018 – Conservation Ontario’s Provincial Pre-Budget Submission, was presented, discussed, and resolved.

Motion # 26/2018 S. Martyn A. Oslach CARRIED

THAT, Report FA 10/2018, be received as information at this time.

Report FA 11/2018 - WECl Capital Investment Program, was presented, discussed, and resolved.

Motion # 27/2018 S. Martyn A. Oslach CARRIED

THAT, the Catfish Creek Conservation Authority supports the submission of the Rocabore Bay Flood Control Project Repairs to the Water and Erosion Control Infrastructure Capital Investment Program for ranking and funding consideration in 2018-2019.

Report FA 12/2018 - 2018 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 12/2018, 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 February 1st, 2018.

Chairperson Cerna noted that a Recorded Vote was required in accordance with the Municipal Levy Regulation. He asked the General Manager / Secretary-Treasurer to read the following Motion.

Motion # 28/2018 D. Mayberry S. Martyn CARRIED

THAT, the 2018 Catfish Creek Conservation Authority Budget totaling \$1,323,826.94, be adopted as presented; and further,

THAT, the 2018 Municipal General Levy in the amount of \$288,249.24 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	36.1823	✓	
Arthur Oslach	Town of Aylmer	27.0107	✓	
Sally Martyn	Municipality of Central Elgin	27.2385	✓	
David Mayberry	Township of South-West Oxford	3.4851	✓	
Mark Tinlin	City of St. Thomas	6.0834	✓	

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

Report FA 13/2018 - CCCA Committees, was presented, discussed, and resolved.

Motion # 29/2018 D. Mayberry A. Oslach CARRIED

THAT, the Full Authority approve the Committee appointments for the year 2018, as outlined in Report FA 13/2018.

Report FA 14/2018 - Catfish Creek Flooding at Port Bruce, was presented, discussed, and resolved.

In addition to the written report, the Water Management Technician showed several pictures of the two (2) most recent ice-related flood events in Port Bruce.

Motion # 30/2017 D. Mayberry S. Martyn CARRIED

THAT, Report FA 14/2018, be received as information at this time.

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 21st, and the Long Point Region Conservation Authority (LPRCA) on February 23rd, 2018. City of St. Thomas Mayor Heather Jackson returned as the KCCA Chairperson and Norfolk County Councillor Michael Columbus is the new Chairperson of the LPRCA.

b) Hawkins Tract:

Human remains were discovered at the Hawkins Tract in South-West Oxford. OPP forensic investigators identified the remains as a missing London woman who was last seen in 2012.

c) Lake Erie Source Protection Region Management Committee:

The CCCA hosted the latest Lake Erie Source Protection Region Management Committee meeting on March 6th, 2018. Chairperson Cerna acted as the Chair for the meeting.

d) Great Lakes Guardian Community Fund:

The General Manager / Secretary-Treasurer informed the members of a letter from the Minister of the Environment and Climate Change congratulating the CCCA as a grant recipient under the Great Lakes Guardian Community Fund.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

Member Oslach mentioned that he will be available at the Aylmer and East Elgin Home, Garden and Rec Show from April 13-15, 2018, to help distribute any printed information about the programs and services available to the public at the CCCA.

Member Martyn informed the Board that Celebrate Central Elgin will be hosting a Tree Planting Workshop at Lawton Park on April 28th, 2018.

NOTICE OF MOTIONS / NEW BUSINESS:

a) Seasonal Employment Interviews:

The Interview Committee decided on Friday, April 27th, 2018, to conduct interviews for seasonal employment positions.

CORRESPONDENCE:

a) Copied:

- Conservation Ontario – a copy of a letter from the Chair of Conservation Ontario to the Premier of Ontario expressing the need for additional investments to the Conservation Authorities to allow them to better address the impacts of climate change.
- Ian Johnson and Bob Clark – a copy of a letter to Malahide Township Council thanking the Township and the CCCA for their efforts during the flooding in Port Bruce on January 12 and 13, 2018.
- Municipality of Central Elgin – a copy of Council’s resolution approving Central Elgin’s apportionment of the 2018 CCCA Levy in the amount of \$80,664.83, including the Special Planning Levy.

b) Not Copied:

- Correspondence Registers for January and February, 2018.

<u>Motion # 31/2018</u>	S. Martyn	A. Oslach	CARRIED
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THAT, the Copied Correspondence and the Correspondence Registers for January and February, 2018, be noted and filed.

COMMITTEE OF THE WHOLE:

There were no personnel, property, or legal matters to be discussed in the Committee of the Whole.

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, April 12th, 2018, commencing at (10:00 a.m.).

<u>Motion # 32/2018</u>	S. Martyn	A. Oslach	CARRIED
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THAT, the Full Authority be adjourned at (3:20 p.m.).

General Manager / Secretary –Treasurer

Authority Chairperson