

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

Thursday, November 8th, 2018

Meeting #09/2018

PRESENT:

Rick Cerna	Chairperson	Township of Malahide
Sally Martyn	Member	Municipality of Central Elgin
David Mayberry	Member	Township of South-West Oxford
Arthur Oslach	Member	Town of Aylmer

ABSENT:

Mark Tinlin	Vice-Chairperson	City of St. Thomas
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STAFF:

Kim Smale	Retiring General Manager / Secretary – Treasurer
Susan Simmons	Financial Services Coordinator
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Christopher Wilkinson	Incoming General Manager / Secretary – Treasurer

OTHERS PRESENT:

Chris Mayhew	Aylmer Area Community Foundation
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:

<u>Motion # 132/2018</u>	D. Mayberry	A. Oslach	CARRIED
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THAT, the Agenda for the November 8th, 2018, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

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 # 133/2018</u>	S. Martyn	A. Oslach	CARRIED
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THAT, the Minutes of Full Authority meeting # 08/2018 (November 11, 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) Chris Mayhew – Aylmer Area Community Foundation:

Chairperson Cerna called upon Chris Mayhew from the Aylmer Area Community Foundation to make a grant presentation to the Board. Chris thanked the members for the opportunity to attend the meeting to present a Cheque in the amount of \$2,100.00 to assist the Catfish Creek Conservation Authority (CCCA) with the construction of the accessible fishing platforms at the Yarmouth Natural Heritage Area. The Chairperson thanked Chris and the Aylmer Area Community Foundation for their support.

Ms. Mayhew left the meeting at (10:10 a.m.).

INTRODUCTION OF NEW GENERAL MANAGER / SECRETARY – TREASURER:

The Chairperson introduced Christopher Wilkinson as the new General Manager / Secretary – Treasurer of the CCCA replacing Kim Smale who is retiring after 40 plus years of service. Mr. Wilkinson thanked the Board for selecting him for the position and looked forward to working with the members, the staff and the community at large. Christopher officially started his new position on November 5th, 2018.

REPORTS:

Report FA 67/2018 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 134/2018 A. Oslach D. Mayberry CARRIED

THAT, Staff Reports for the month of October, 2018, be noted and filed.

Report FA 68/2018 – October Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 135/2018 S. Martyn A. Oslach CARRIED

THAT, Report FA 68/2018, be noted and filed.

Report FA 69/2018– Accounts Payable, was presented, discussed, and resolved.

The Financial Services Coordinator circulated an amended Report FA 69/2018 - Accounts Payable that included the addition of Cheque Numbers 28730 – 28746, for a new total of \$114,774.46.

Motion # 136/2018 D. Mayberry A. Oslach CARRIED

That, Accounts Payable totaling \$114,774.46, be approved for payment as amended in Report FA 69/2018.

Report FA 70/2018 – Approved Section 28 Regulation Applications, was presented, discussed, and resolved.

Motion # 137/2018 S. Martyn A. Oslach CARRIED

THAT, the Full Authority receive the staff approved Section 28 Regulation Applications Report FA 70/2018, as information.

Report FA 71/2018 – Ice Breaking Quotations, was presented, discussed, and resolved.

Motion # 138/2018 D. Mayberry A. Oslach CARRIED

THAT, the Cattfish Creek Conservation Authority forward the Quotation and Conditions from Higgs Construction Ltd. for Ice Breaking Services to the Township of Malahide for Council's review and consideration.

Report FA 72/2018 – Cattfish Creek Channel Sounding, was presented, discussed, and resolved.

Motion # 139/2018 S. Martyn A. Oslach CARRIED

THAT, the channel sounding observations described in Report FA 72/2018, be received as information at this time.

Report FA 73/2018 – Springwater Workshop Accessibility Project, was presented, discussed, and resolved.

Motion # 140/2018 A. Oslach D. Mayberry CARRIED

THAT, the Full Authority authorize the General Manager / Secretary – Treasurer to sign the final Construction Contract with Langs Contracting and Thomas Rylett Limited for the construction of the accessible washrooms in the Springwater workshop.

GENERAL MANAGER / SECRETARY - TREASURER'S REPORT:

a) Christmas Spirit Walk:

The General Manager / Secretary – Treasurer reminded the members about the Christmas Spirit Walk being held at the Springwater Conservation Area on December 1st, 2018. The event starts at 6:00 p.m. and concludes at 8:00 p.m.

b) Final Meeting:

This was the last Full Authority meeting for the retiring General Manager / Secretary – Treasurer. He thanked the members, staff and the media for their support over the years.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

Member Oslach encouraged everyone to attend one of the many Remembrance Day Ceremonies being held in the area on November 11th, 2018.

NOTICE OF MOTIONS / NEW BUSINESS:

None

CORRESPONDENCE:

a) Not Copied:

- Correspondence Register for October 1 - 31, 2018.

b) Copied:

- Conservation Ontario – copies of the letters which were sent to the Minister of Environment, Conservation and Parks and the Minister of Natural Resources and Forestry from the Chair of Conservation Ontario regarding the Transition of Responsibilities for Conservation Authorities.

<u>Motion # 141/2018</u>	S. Martyn	A. Oslach	CARRIED
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THAT, the Copied Correspondence and the Correspondence Register for October, 2018, be noted and filed.

CLOSED SESSION:

<u>Motion # 142/2018</u>	D. Mayberry	A. Oslach	CARRIED
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THAT, the Full Authority adjourn to Closed Session to discuss two (2) matters of personnel at (10:41 a.m.).

<u>Motion # 143/2018</u>	S. Martyn	A. Oslach	CARRIED
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THAT, the Full Authority rise from Closed Session with report at (10:59 a.m.).

<u>Motion # 144/2018</u>	A. Oslach	D. Mayberry	CARRIED
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THAT, Christopher Wilkinson, General Manager / Secretary – Treasurer be designated as a Signing Officer for Authority business in the year 2018, effective November 19th, 2018.

<u>Motion # 145/2018</u>	S. Martyn	A. Oslach	CARRIED
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THAT, the Minutes of Personnel / Finance Committee meeting #PF03/2018 (October 17, 2018), be accepted as amended.

Amendments to the Minutes of Personnel / Finance Committee meeting #PF 03/2018, included a revised starting date of November 5th for the new General Manager / Secretary – Treasurer, an extra week of vacation and a starting salary at Level 3 of Grade 12 on the Salary Grid.

Motion # 146/2018

D. Mayberry

A. Oslach

CARRIED

THAT, the Full Authority enter into an employment contract for Austin Verbeek for the period of December 22nd, 2018 to December 31st, 2019, as the Field Technician, at a Grade 2 Job Classification, Level 0; and further,

That, the Personnel / Finance Committee re-assess the contract in September, 2019, to ensure any further extension is communicated to Mr. Verbeek in a reasonable time prior to the end of the existing contract term.

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Friday, December 14th, 2018, commencing at (10:00 a.m.).

Motion # 147/2018

S. Martyn

A. Oslach

CARRIED

THAT, the Full Authority be adjourned at (11:00 a.m.).

General Manager / Secretary –Treasurer

Authority Chairperson