

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

Thursday, March 21st, 2019

Meeting #02/2019

PRESENT:

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

STAFF:

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

ABSENT:

Dusty Underhill	Conservation Areas Supervisor
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OTHERS PRESENT:

Brett Hueston	Reporter, The Aylmer Express
Robert Pearson	Reporter, The Aylmer Express

WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at (10:09 a.m.).

ADOPTION OF AGENDA:

<u>Motion # 15/2019</u>	M. Tinlin	P. Buchner	CARRIED
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THAT, the Agenda for the March 21st, 2019, Full Authority meeting be adopted as amended.

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:

Motion # 16/2019 M. Tinlin P. Buchner CARRIED

THAT, the Minutes of Full Authority meeting # 01/2019 (February 21, 2019), 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 01/2019 – 2019 - 2020 General Insurance Program Renewal, was presented, discussed, and resolved.

Motion # 17/2019 M. Tinlin P. Buchner CARRIED

THAT, the Full Authority approve the Catfish Creek Conservation Authority renewal of its 2019 – 2020 insurance coverage with Frank Cowan Company Limited through Hamilton Ward & Cathers Insurance Service Limited at the total cost of \$32,379.00, plus applicable taxes.

Report FA 02/2019 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 18/2019 M. Tinlin P. Buchner CARRIED

THAT, Staff Reports for the months of January and February, 2019, be noted and filed.

Report FA 03/2019 – February Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 19/2019 P. Buchner M. Tinlin CARRIED

THAT, Report FA 03/2019, be noted and filed.

Report FA 04/2019 – Accounts Paid, was presented, discussed, and resolved.

Motion # 20/2019 A. Oslach M. Tinlin CARRIED

THAT, Accounts Paid totaling \$67,113.10, be approved as presented in Report FA 04/2019.

Report FA 05/2019 – Accounts Payable, was presented, discussed, and resolved.

Motion # 21/2019 A. Oslach M. Tinlin CARRIED

THAT, Accounts Payable totaling \$14,164.60, be approved for payment as presented in Report FA 05/2019.

Report FA 06/2019 – Monthly Plan Review, was presented, discussed, and resolved.

Motion # 22/2019 A. Oslach M. Tinlin CARRIED

THAT, the Full Authority approve the Monthly Plan Review Report for the months of January and February, 2019.

Report FA 07/2019 – Catfish Creek Flooding at Port Bruce, was presented, discussed, and resolved.

Motion # 23/2019 S. Martyn A. Oslach CARRIED

THAT, Report FA 07/2019, be received as information at this time.

Report FA 08/2019 - 2019 Final Budget and Municipal Levy, was presented, discussed, and resolved.

Motion # 24/2019 S. Martyn A. Oslach CARRIED

THAT, the 2019 Catfish Creek Conservation Authority Budget totaling \$1,301,979.96, be adopted as presented; and further,

THAT, the 2019 Municipal General Levy in the amount of \$315,344.69 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	36.6079	✓	
Arthur Oslach	Town of Aylmer	26.6666	✓	
Sally Martyn	Municipality of Central Elgin	27.1101	✓	
Paul Buchner	Township of South-West Oxford	3.5441	✓	
Mark Tinlin	City of St. Thomas	6.0713	✓	

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

Report FA 09/2019 – Conservation Areas Supervisor Job Description, was presented, discussed, and resolved.

Motion # 25/2019 A. Oslach S. Martyn CARRIED

THAT, the Full Authority approve the amendment to the Conservation Areas Supervisor Job Description as outlined in Report FA 09/2019.

Report FA 10/2019 - Firewood, was presented, discussed, and resolved.

Motion # 26/2019 S. Martyn A. Oslach CARRIED

THAT, Report FA 10/2019, be received as information at this time..

Report FA 11/2019 - CCCA Committees, was presented, discussed, and resolved.

Motion # 27/2019 A. Oslach S. Martyn CARRIED

THAT, the Full Authority approve the Committee appointments for the year 2019, as outlined in Report FA 11/2019.

Report FA 12/2019 – Conservation Ontario Council Meeting, was presented, discussed, and resolved.

Motion # 28/2019 S. Martyn A. Oslach CARRIED

THAT, Report FA 12/2018, 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 20th, and the Long Point Region Conservation Authority (LPRCA) Annual General Meeting (AGM) on February 22nd, 2019. KCCA passed their municipal levy, and there was a presentation by the founder of Work Cabin on social media strategies. LPRCA had ALUS Canada present similarly to the presentation at the CCCA AGM.

b) Lake Erie Source Protection Region Management Committee:

The CCCA hosted the latest Lake Erie Source Protection Region Management Committee meeting on February 19th, 2019. Chairperson Cerna acted as the Chair for the meeting.

c) Grant Applications:

The General Manager / Secretary – Treasurer informed the members about the numerous grant applications that are in progress and have been submitted. They informed the members that the CCCA was successful in securing funding for two (2) Park Technician positions for eight (8) weeks each.

d) Springwater Community Room / Work Shop:

The General Manager / Secretary-Treasurer informed the members that renovations to the community room / work shop is almost complete. There has been positive feedback received from those using it during the Annual Springwater Maple Syrup Festival.

e) Strategic Plan Special Meeting:

The General Manager / Secretary-Treasurer thanked all the members for participating in the Strategic Plan Meeting. He presented a draft Strategic Plan for review, and informed them that the public survey has been released and noted the draft timeline of completion.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

None

NOTICE OF MOTIONS / NEW BUSINESS:

a) Seasonal Employment Interviews:

The Interview Committee decided on Friday, April 26th, 2019, to conduct interviews for seasonal employment positions. Paul Bucher and Arthur Oslach both indicated that they were available on that date. While the Personnel Policy requires only one (1) member to sit in on seasonal employee interviews, it was agreed that it would be beneficial for both to attend as Arthur has participated in these interviews in the past and Paul is new to the process.

CORRESPONDENCE:

a) Copied:

- Ministry of Natural Resources and Forestry – a copy of a letter received January 25, 2019 from Kathy Woeller, Acting Director of Integration Branch, advising that there is no information to share at this time in regards to the 2019/20 Water and Erosion Control Infrastructure (WECI) funding.
- Municipality of Central Elgin – a copy of Council's resolution approving Central Elgin's apportionment of the 2019 CCCA Levy in the amount of \$87,640.25, including the Special Planning Levy.
- Township of South-West Oxford – a copy of a letter from Chloe Senior, Clerk advising the CCCA that the abandoned railway corridor lands have been declared surplus lands, and that staff will back a report to Council on how the land will be disposed of for consideration. A copy of a letter of response was included for the Board's information.

b) Not Copied:

- Correspondence Registers for January and February, 2019.

Motion # 29/2019

S. Martyn

A. Oslach

CARRIED

THAT, the Copied Correspondence and the Correspondence Registers for January and February, 2019, be noted and filed.

COMMITTEE OF THE WHOLE:

Motion # 30/2019 S. Martyn A. Oslach CARRIED

THAT, the Full Authority adjourn to Committee of a Whole at (11:21 a.m.).

Motion # 31/2019 S. Martyn A. Oslach CARRIED

THAT, the Committee of Whole rise from Closed Session with report at (11:28 a.m.).

Motion # 32/2019 A. Oslach S. Martyn CARRIED

THAT, the Full Authority approve the re-hiring of Mr. Kremers as Park Technician for the 2019 season.

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, April 11th, 2019, commencing at (10:00 a.m.).

Motion # 33/2018 A. Oslach S. Martyn CARRIED

THAT, the Full Authority be adjourned at (11:30 a.m.).

General Manager / Secretary –Treasurer

Authority Chairperson