

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

Thursday, August 8, 2019

Meeting #06/2019

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
Peter Dragunas	Water Management Technician
Tony Difazio	Resource Planning Coordinator
Emily Febrey	Active Naturally Program Manager

ABSENT:

Dusty Underhill	Conservation Areas Supervisor
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OTHERS PRESENT:

Robert Pearson	Reporter, The Aylmer Express
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WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at 10:00 a.m.

ADOPTION OF AGENDA:

<u>Motion # 71/2019</u>	A. Oslach	S. Martyn	CARRIED
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THAT, the Agenda for the August 8th, 2019 Full Authority meeting be adopted as circulated.

DISCLOSURE OF CONFLICT OF 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:

Motion # 72/2019 P. Buchner A. Oslach CARRIED

THAT, the Minutes of Full Authority Meeting #05/2019 (June 13, 2019); and further

THAT the Minutes of the Interview Committee Meetings #IC04/2019 (July 8, 2019), and #IC05/2019 (July 12, 2019) be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

None

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report FA 28/2019 - Monthly Staff Reports was presented, discussed, and resolved.

Motion # 73/2019 S. Martyn P. Buchner CARRIED

THAT, Staff Reports for the months of June and July, 2019, be noted and filed as amended.

Mr. Difazio arrived at the meeting at (10:10 a.m.).

Report FA 29/2019 – June and July Summary of Revenue & Expenditures was presented, discussed, and resolved

Motion # 74/2019 P. Buchner A. Oslach CARRIED

THAT, Report FA 29/2019, be noted and filed.

Report FA 30/2019 – Accounts Paid and Payable, was presented, discussed, and resolved.

Motion # 75/2019 A. Oslach S. Martyn CARRIED

THAT, Accounts Paid totaling \$91,440.31 be approved as presented in Report FA 30/2019; and further,

THAT, Accounts Payable totaling \$34,037.92 be approved for payment as presented in Report FA 30/2019.

Report FA 31/2019 – Approved Section 28 Regulation Applications, was presented, discussed, and resolved.

Motion # 76/2019 S. Martyn P. Buchner CARRIED

THAT, the Full Authority receive the staff approved Section 28, Regulation Applications Report FA 31/2019, as information.

Report FA 32/2019 – Research Permit Request, was presented, discussed, and resolved.

Motion # 77/2019 P. Buchner A. Oslach CARRIED

THAT, a Research Permit Memorandum Of Agreement be issued to the Ontario Ministry of Natural Resources and Forestry.

Report FA 33/2019 – Conservation Ontario Council Meeting, was presented, discussed, and resolved.

Motion # 78/2019 A. Oslach P. Buchner CARRIED

THAT, Report FA 33/2019, be received as information at this time.

Report FA 34/2019 – Health & Safety Policy, was presented, discussed, and resolved.

Motion # 79/2019 S. Martyn P. Buchner CARRIED

THAT, the Board of Directors approve the updated Health & Safety Policies and Procedures Manual 2019 outlined in Report FA 34/2019; and further,

THAT, that the General Manager / Secretary-Treasurer advise staff that the manual becomes effective September 8, 2019.

Report FA 35/2019 – Updated Purchasing Policy, was presented, discussed, and resolved.

Motion # 80/2019 P. Buchner A. Oslach CARRIED

THAT, the Full Authority approve the updated Purchasing Policy outlined in Report FA 35/2019 as amended; and further,

THAT, staff provide a report in six (6) months as to the policy effectiveness.

Report FA 36/2019 – Plastics, was presented, discussed, and resolved.

Motion # 81/2019 A. Oslach S. Martyn CARRIED

THAT, the Full Authority receive report FA 36/2019 for information at this time.

Report FA 37/2019 – Staff Day, was presented, discussed, and resolved.

Motion # 82/2019 S. Martyn M. Tinlin CARRIED

THAT, the Full Authority approve staff appreciation day 2019 as proposed in Report FA 37/2019; and further,

THAT, the Personnel Policy be updated to include an annual staff appreciation day.

Report FA 38/2019 – Low Water Threshold Analysis Project, was presented, discussed, and resolved.

Motion # 83/2019 M. Tinlin A. Oslach CARRIED

THAT, Report FA 38/2019, be received as information at this time.

Report FA 39/2019 – Ice Management Request For Proposals, was presented, discussed, and resolved.

Motion # 84/2019 A. Oslach M. Tinlin CARRIED

THAT, the Full Authority receive report FA 39/2019 for information at this time.

GENERAL MANAGER / SECRETARY - TREASURER'S REPORT:

a) Presentation to Central Elgin Council:

The General Manager / Secretary - Treasurer presented CCCA's 2019 - 2023 Strategic Plan to Central Elgin Council on July 22, 2019.

b) Meeting with MPP Yurek:

The Chairperson and the General Manager / Secretary - Treasurer met with MPP Yurek on July 18, 2019. CCCA stressed the importance of watershed management to be considered as part of the drafting of the revised Conservation Authorities Act Regulations.

c) Springwater Conservation Area:

The General Manager / Secretary - Treasurer advised the Board about the positive feedback received from the public (both seasonal and transient campers) and Board Members about the quality of customer service received by Authority staff throughout the first half of the camping season.

d) Grant Applications:

The General Manager / Secretary - Treasurer advised the Board that the CCCA applied to the Disaster Mitigation and Adaptation Fund in order to assist the Township of Malahide in their work related to the Port Bruce pier reconstruction. Staff will also be applying to Trillium for new playground equipment.

e) Town of Aylmer Woodlot Management Agreement:

Staff have worked with Town of Aylmer staff to extend the Woodlot Management Agreement for the Aylmer Woodlot for another 10 years. Staff will be making bi-annual inspections of the property, administering research permits (such as the one with MNRF above) and creation of a forest management plan. The By-Law for this agreement extension should be approved by the Town of Aylmer at the August 12th, 2019 council meeting.

f) Elgin Stewardship Council Tour:

The General Manager / Secretary - Treasurer attended a tour in July 2019 and viewed several projects that they had completed.

g) Water Quality Monitoring:

To improve the health of the CCCA watershed, CCCA is re-establishing its surface water monitoring programs. The program will help the Authority establish a baseline on which to measure future water quality improvements and assist in supporting Grant applications.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

None

NOTICE OF MOTIONS / NEW BUSINESS:

None

CORRESPONDENCE:

a) Not Copied:

- Correspondence Registers for June and July, 2019

b) Copied:

- Conservation Ontario to the Ministry of Environment, Conservation and Parks - a letter sent June 3, 2019 regarding comments regarding the "Excess soil regulatory proposal and amendments to Record of Site Condition (Brownfields) Regulation" (ERO #013-5000) and "Holding polluters accountable by enhancing Ministry of the Environment, Conservation and Parks' enforcement tools" (ERO #019-0023).
- City of St Thomas to Kettle Creek Conservation Authority - Elgin County - a letter received June 7, 2019 indicating the City of St. Thomas supports additional

consultation time for the Kettle Creek Conservation Authority and Catfish Creek Conservation Authority relating to changes to the Conservation Authorities Act and Regulations.

- Ministry of Natural Resources and Forestry to Catfish Creek Conservation Authority - a letter sent June 10th indicating CCCA was unsuccessful in the 2020 WECA grant for the safety equipment and emergency spillway repair.
- Catfish Creek Conservation Authority to MPP Yurek - a letter sent June 17, 2019 congratulating MPP Yurek on his new position as Minister of Environment, Conservation and Parks.
- CPRA to Catfish Creek Conservation Authority - a letter sent June 27, 2019 regarding a notice of decision regarding the Green Jobs initiative.
- Ministry of Infrastructure to Catfish Creek Conservation Authority - a letter sent July 5, 2019 regarding a new funding under the Disaster Mitigation and Adaptation Fund (DMAF).
- Catfish Creek Conservation Authority to Aylmer and Malahide Museum and Archives - a letter sent July 19, 2019 thanking to museum for their help identifying CCCA's collection of Indigenous artifacts.
- Conservation Ontario to AMO - a letter sent July 19, 2019 advising of the recent endorsement of Client Service Standards, Fee Policy and a timing guideline. The letter was also sent to the Ontario Home Builders Association (OHBA), the Building Industry and Land Development Association (BILD) and the Residential Construction Council of Ontario (RESCON).
- Ministry of Natural Resources and Forestry (MNR) to Catfish Creek Conservation Authority - an email sent on July 22, 2019 indicating that no provincial funding for Ontario Low Water Response (OLWR) is available for 2019.
- Catfish Creek Conservation Authority to Ministry of Natural Resources and Forestry (MNR) - a letter sent on July 24, 2019 expressing intent to participate in the SWOOP 2020 imagery project.

Motion # 85/2019

M. Tinlin

A. Oslach

CARRIED

THAT, the Correspondence Registers and the Copied Correspondence for June and July, 2019, be noted and filed.

CLOSED SESSION:

Motion # 86/2019

A. Oslach

S. Martyn

CARRIED

THAT, the Full Authority adjourn to a Closed Session at (11:40 a.m.) to discuss a matter of personnel.

Motion # 87/2019

S. Martyn

P. Buchner

CARRIED

THAT, the Closed Session rise and report at (12:15 p.m.); and further;

THAT, the verbal report be received for information.

Report FA 40/2019 – 2020 Budget Considerations, was presented, discussed, and resolved.

Motion # 88/2019

M. Tinlin

S. Martyn

CARRIED

THAT, the Full Authority approve the preparation of a 2020 CCCA Budget with a draft proposed levy increase of 9.2%; and further,

THAT, the Full Authority receive the 2020 - 2023 Project Annual New Levy Investment outlined in Report FA 40/2019, as amended for information at this time.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, September 12, 2019, commencing at 10:00 a.m. due to a scheduling conflict, the Land Management Committee and Personnel / Finance Committee meeting scheduled on Thursday November 28, 2019 be scheduled to start at 11:00 a.m. rather than 10:00 as previously scheduled.

Motion # 89/2019

A .Oslach

S. Martyn

CARRIED

THAT, the Full Authority meeting be terminated at (12:16 p.m.).

General Manager / Secretary –Treasurer

Authority Chairperson