

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

Thursday, March 11th, 2021

Meeting #01/2021

The 70th Annual General Meeting of the Catfish Creek Conservation Authority conducted virtually and streamed live to YouTube.

PRESENT:

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

The following staff members were also present on the call electronically:

STAFF:

Christopher Wilkinson	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Kelsey Oatman	Program Support Assistant
Emily Febrey	Community Outreach Technician

GUESTS:

Jennifer Buchanan	Auditor, Graham Scott Enns
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WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone to the 70th Annual General Meeting of the Catfish Creek Conservation Authority and called the proceedings to order at (10:00 a.m.).

ADOPTION OF AGENDA:

<u>Motion # 01/2021</u>	L. Baldwin-Sands	A. Oslach	CARRIED
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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 and Special Guests in attendance. He thanked Mark Tinlin, City of St. Thomas, for his presence and work on the CCA Board of Directors. Lori Baldwin Sands will take his spot on the Board for the

City of St. Thomas. Member Baldwin-Sands also thanked Mr. Tinlin for his time on the Board, and everyone for their warm welcome.

ADOPTION OF MINUTES:

Motion # 02/2021 P. Buchner S. Martyn CARRIED

THAT, the Minutes of Full Authority Meeting #09/2020 (December 10, 2020), be accepted as circulated.

Motion # 03/2021 S. Martyn A. Oslach CARRIED

THAT, the Minutes of Personnel / Finance Committee Meeting #PF 01/2021 (January 28, 2021), be accepted as circulated.

ANNUAL REPORT PRESENTATION:

The General Manager / Secretary-Treasurer presented the 2020 Annual Report and provided a brief summary of each section of the Report. He thanked the community for their support and involvement with the CCCA over the past year. He also thanked the staff from the CCCA and Board for their efforts in 2020.

Motion # 04/2021 S. Martyn A. Oslach CARRIED

THAT, the 2020 Annual Report be adopted as presented.

2020 AUDITED FINANCIAL STATEMENTS:

Jennifer Buchanan of Graham Scott Enns LLP Chartered Accountants presented the 2020 Financial Statements and Auditor's Report for the Catfish Creek Conservation Authority.

Ms. Buchanan stated that the Financial Statements present fairly, in all material respects, the statement of financial position of the CCCA as at December 31, 2020, 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 # 05/2021 P. Buchner S. Martyn 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, 2020, 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 2020 Annual Report.

ELECTION OF OFFICERS:

Christopher Wilkinson, General Manager/Secretary-Treasurer of the CCCA announced that he would be conducting the elections for Chairperson and Vice-Chairperson for the year 2021. The CCCA wrote to Minister Yurek asking for a yearlong exception to the new amendment of the *Conservation Authorities Act* requiring Chairperson and Vice-Chairperson appointments be limited to two years. This request was granted.

Motion # 06/2021 S. Martyn P. Buchner CARRIED

THAT, the Full Authority received the letter from Minister Yurek for information.

Mr. Wilkinson reviewed the election procedures and declared all offices vacant. He 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 # 07/2021 S. Martyn L. Baldwin-Sands CARRIED

THAT, Emily Febrey and Kelsey Oatman 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.

Mr. Wilkinson called for nominations for the position of Chairperson of the CCCA for 2021.

Paul Buchner nominated Rick Cerna.

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

Motion # 08/2021 A. Oslach L. Baldwin-Sands CARRIED

THAT, nominations for the position of Chairperson be closed.

Rick Cerna was acclaimed Chairperson for 2021.

Mr. Wilkinson called for nominations for the position of Vice-Chairperson of the CCCA for 2021.

Sally Martyn nominated Lori Baldwin-Sands.

Mr. Wilkinson called for nominations a second and third time.

Motion # 09/2021 P. Buchner S. Martyn CARRIED

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

Lori Baldwin-Sands was named Vice-Chairperson for 2021.

Rick Cerna assumed the Chair to continue the meeting.

OTHER BUSINESS:

Motion # 10/2021

S. Martyn

P. Buchner

CARRIED

THAT, the Full Authority appoint the firm Graham Scott Enns LLP Professional Accountants as the Authority's Auditor until the next Annual General Meeting in February 2022; and further

THAT, the Full Authority appoint Canadian Imperial Bank of Commerce, Aylmer Branch as the Authority's financial institution until the next Annual General Meeting in February 2022; and further,

THAT, the Full Authority appoint Steve Gibson, Elgin County Solicitor as the Authority's Solicitor to deal with matters of litigation until the next Annual General Meeting in February 2022; and further,

THAT, the Full Authority appoint Mark Coombs of Bowsher + Bowsher as the Authority's Solicitor to deal with matters of real estate until the next Annual General Meeting in February 2022.

Motion # 11/2021

S. Martyn

A. Oslach

CARRIED

THAT, the Catfish Creek Conservation Authority be authorized to borrow, on an interim basis, a sum or sums not exceeding in the aggregate \$200,000.00 from the Authority's bank at the said bank's minimum lending rate established from time to time, until the Authority has received payment of levies from member municipalities; and further,

THAT, the Chairperson or Vice-Chairperson together with the General Manager / Secretary-Treasurer are hereby authorized to execute for and on behalf of the Authority, a promissory note or notes for the sum to be borrowed pursuant to this Resolution and to affix thereto the corporate seal of the Authority, and further,

THAT, Susan Simmons, Financial Services Coordinator, be assigned with signing authority for payroll items and utility accounts.

GUEST SPEAKER:

Member Martyn introduced Duncan Sinclair from East Elgin Secondary School (EESS) as the Guest Speaker.

Mr. Sinclair began his presentation talking about the history of EESS Environmental Leadership Program (ELP) and the Authority. ELP and the Authority has had a flourishing partnership for 20+ years. He highlighted the challenges he and the program have faced in 2020 due to the COVID-19 pandemic. He touched on the different projects and trips that the program normally does, including Haliburton mountain biking, as well as a five (5) day fishing trip to Algonquin Park. He concluded by thanking each member of the staff at the CCCA and stated that he hopes ELP and the CCCA can continue doing what they do: "conservation through education".

Vice-Chairperson Baldwin-Sands thanked Mr. Sinclair for his talk and echoed his sentiment for continued partnership on behalf of the Conservation Authority. Mr. Sinclair's full presentation is available on the CCCA YouTube page.

STUDENT SCHOLARSHIP AWARD:

Member Oslach presented the 19th Annual Catfish Creek Conservation Authority Scholarship Award to Carley Wilson. Carley plans on continuing her post-secondary education in the field of environmental science at the Trent University in September, 2021.

CONSERVATION AWARD:

Member Buchner was called upon to present the Conservation Award to the Fred Neukamm in recognition of his conservation efforts on his farm located in the Township of Malahide. Mr. Neukamm has undertaken several environmental projects on his property including the creation of a tallgrass prairie as well as enhancing and maintaining a habitat for waterfowl.

TERMINATION:

Motion # 12/2021

P. Buchner

L. Baldwin-Sands

CARRIED

That, the Annual General Meeting of the Catfish Creek Conservation Authority be terminated at (10:56 a.m.).



General Manager / Secretary –Treasurer



Authority Chairperson