

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

**Thursday, February 17<sup>th</sup>, 2022**

**Meeting #01/2022**

The 71<sup>st</sup> Annual General Meeting of the Catfish Creek Conservation Authority was conducted virtually and streamed live to YouTube.

**PRESENT:**

Rick Cerna	Chairperson	Township of Malahide
Lori Baldwin-Sands	Vice-Chairperson	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 & guests were also present on the call electronically:

**STAFF:**

Dusty Underhill	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Peter Dragunas	Water Management Technician
Kelsey Oatman	Program Support Assistant
Gerrit Kremers	Conservation Areas Supervisor

**GUESTS:**

Jennifer Buchanan	Auditor, Graham Scott Enns
Elizabeth VanHooren	General Manager, Kettle Creek Conservation Authority (KCCA)
Dennis Crevits	Vice-Chairperson, KCCA

**WELCOME / CALL TO ORDER:**

Chairperson Cerna welcomed everyone to the 71<sup>st</sup> Annual General Meeting of the Catfish Creek Conservation Authority and called the proceedings to order at (2:00 p.m.).

**LAND ACKNOWLEDGMENT:**

The CCCA recognized that the land on which we gather is in the traditional territory shared between the Haudenosaunee confederacy, the Anishinabe nations, and the Attiwonderonk Neutrals.

**ADOPTION OF AGENDA:**

<u>Motion # 01/2022</u>	L. Baldwin-Sands	P. Buchner	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.

**ADOPTION OF MINUTES:**

Motion # 02/2022                      A. Oslach                                      S. Martyn                                      CARRIED

THAT, the Minutes of Full Authority Meeting #08/2021 (December 16, 2021), be accepted as circulated.

Motion # 03/2022                      P. Buchner                                      A. Oslach                                      CARRIED

THAT, the Minutes of Personnel / Finance Committee Meeting #PF 01/2022 (January 27, 2022), be accepted as circulated.

**ANNUAL REPORT PRESENTATION:**

The General Manager / Secretary-Treasurer presented the 2021 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 2021.

Motion # 04/2022                      S. Martyn                                      L. Baldwin-Sands                                      CARRIED

THAT, the 2021 Annual Report be adopted as presented.

**2021 AUDITED FINANCIAL STATEMENTS:**

Jennifer Buchanan of Graham Scott Enns LLP Chartered Accountants presented the 2021 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, 2021, 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 # 05/2022                      L. Baldwin-Sands                                      A. Oslach                                      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, 2021, 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 2021 Annual Report.

**ELECTION OF OFFICERS:**

Dennis Crevits, Vice-Chairperson of the KCCA announced that he would be conducting the elections for Chairperson and Vice-Chairperson for the year 2022.

Mr. Crevits 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 # 06/2022                      S. Martyn                                      P. Buchner                                      CARRIED

THAT, Elizabeth VanHooren and Dusty Underhill 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. Crevits called for nominations for the position of Chairperson of the CCA for 2022.

Sally Martyn nominated Lori Baldwin-Sands.

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

Motion # 07/2022                      S. Martyn                                      A. Oslach                                      CARRIED

THAT, nominations for the position of Chairperson be closed.

Lori Baldwin-Sands was named Chairperson for 2022.

Mr. Crevits called for nominations for the position of Vice-Chairperson of the CCA for 2022.

Rick Cerna nominated Paul Buchner.

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

Motion # 08/2022                      P. Buchner                                      S. Martyn                                      CARRIED

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

Paul Buchner was named Vice-Chairperson for 2022.

Lori Baldwin-Sands assumed the Chair to continue the meeting.

**OTHER BUSINESS:**

Motion # 09/2022

S. Martyn

R. Cerna

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 2023; 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 2023; 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 2023; and further,

THAT, the Full Authority appoint Kim Bowsher of Bowsher + Bowsher as the Authority's Solicitor to deal with matters of real estate until the next Annual General Meeting in February 2023.

Motion # 10/2022

A. Oslach

P. Buchner

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.

**VIDEO PRESENTATION:**

Chairperson Baldwin-Sands introduced the 2021 Year in Review video.

The presentation highlighted and showed different projects and accomplishments that the Authority accomplished during 2021.

The full presentation is available on the CCCA YouTube page.

**SERVICE AWARDS:**

Vice-Chairperson Buchner presented Years of Service awards to Member Cerna (5), Member Martyn (15), and to Tony Difazio the Resource Planning Coordinator (20).

**STUDENT SCHOLARSHIP AWARD:**

Member Oslach presented the 20<sup>th</sup> Annual Catfish Creek Conservation Authority Scholarship Award to Ella Cattrysse. Ella plans on continuing her post-secondary education in the field of marine science at the Dalhousie University in September, 2022.

**CONSERVATION AWARD:**

Member Martyn was called upon to present the Conservation Award to both Henry Kielstra and Henry Tenhoo in recognition of their continued volunteerism at the Springwater Conservation Area. Both gentleman have walked the trails daily at the Springwater Conservation Area alerting staff to hazardous trees, monitoring of trail boxes, and visitor interpretation.

**TERMINATION:**

Motion # 11/2022

R. Cerna

S. Martyn

CARRIED

That, the Annual General Meeting of the Catfish Creek Conservation Authority be terminated at (2:45 p.m.).

  
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General Manager / Secretary –Treasurer

  
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Authority Chairperson