

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

Friday, August 19th, 2022

Meeting #06/2022

The Full Authority Meeting #06/2022 of the Catfish Creek Conservation Authority was conducted virtually via Zoom and streamed live to YouTube.

PRESENT:

| | | |
|--------------------|-------------|-------------------------------|
| Lori Baldwin-Sands | Chairperson | City of St. Thomas |
| Sally Martyn | Member | Municipality of Central Elgin |
| Rick Cerna | Member | Township of Malahide |

STAFF:

| | |
|-----------------|---------------------------------------|
| Dusty Underhill | General Manager / Secretary-Treasurer |
| Susan Simmons | Financial Services Coordinator |
| Gerrit Kremers | Resource Planning Coordinator |
| Al Bradford | Conservation Area Supervisor |
| Peter Dragunas | Water Management Technician |
| Brittany Bell | Program Support Assistant |

ABSENT:

| | | |
|---------------|------------------|-------------------------------|
| Paul Buchner | Vice-Chairperson | Township of South-West Oxford |
| Arthur Oslach | Member | Town of Aylmer |

OTHERS PRESENT:

Rob Perry Aylmer Express, Reporter

WELCOME / CALL TO ORDER:

Chairperson Baldwin-Sands welcomed everyone and called the meeting to order at (1:14 p.m.).

ADOPTION OF AGENDA:

Motion # 74/2022 S. Martyn R. Cerna CARRIED

THAT, the Agenda for the August 19, 2022, 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:

Board members, staff, guests and members of the public are advised that the Full Authority Board/Committee meeting is being video/audio recorded, and will be presented live via the Authority's YouTube channel.

ADOPTION OF MINUTES:

Motion # 75/2022 R. Cerna S. Martyn CARRIED

THAT, the Minutes of Full Authority Meeting #05/2022 (June 9, 2022), be accepted as circulated.

Motion # 76/2022 S. Martyn R. Cerna CARRIED

THAT, the Minutes of Interview Committee Meeting #05/2022 (June 2, 2022), 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 27/2022 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 77/2022 S. Martyn R. Cerna CARRIED

THAT, Staff Reports for the months of June and July 2022, be noted and filed.

Report FA 28/2022 – June Summary of Revenue and Expenditures, was acknowledged and the Board Members agreed to jump ahead to the more recent July Summary presented next.

Motion # 78/2022 R. Cerna S. Martyn CARRIED

THAT, Report FA 28/2022 (June Summary of Revenue and Expenditures), be noted and filed.

Report FA 29/2022 – July Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 79/2022 R. Cerna S. Martyn CARRIED

THAT, Report FA 29/2022 (July Summary of Revenue and Expenditures), be noted and filed.

Report FA 30/2022 – Accounts Paid, was presented, discussed, and resolved.

Motion # 80/2022 S. Martyn R. Cerna CARRIED

THAT, Accounts Paid totaling \$135,882.09 be approved as amended in Report FA 30/2022.

Report FA 31/2022 – Approved Section 28 Regulation Applications, was presented, discussed, and resolved.

Motion # 81/2022 R. Cerna S. Martyn CARRIED

THAT, the Full Authority receive the staff approved Section 28 Regulation Applications Report FA 31/2022, as information.

Report FA 32/2022 – Provincial Offences Officer Appointment, was presented, discussed, and resolved.

Motion # 82/2022 R. Cerna S. Martyn CARRIED

THAT, Austin Verbeek be appointed as a Provincial Offences Officer #104 under Sections 28(1) (d) and (e) of the Conservation Authorities Act.

Report FA 33/2022 – Low Water Response, was presented, discussed, and resolved.

Motion # 83/2022 S. Martyn R. Cerna CARRIED

THAT, Report FA 33/2022, be received as information at this time.

Report FA 34/2022 – Transition Plan Progress Report, was presented, discussed, and resolved.

Motion # 84/2022 S. Martyn R. Cerna CARRIED

THAT, Report FA 34 / 2022, Conservation Authorities Act Transition Quarterly Progress Report Ontario Regulation 667/21: Transition Plan and Agreements for Programs and Services be received as information.

Report FA 35/2022 – Inventory of Programs & Services, was presented, discussed, and resolved.

Motion # 85/2022 R. Cerna S. Martyn CARRIED

THAT, the Full Authority receive report FA 35 / 2022 as information as this time.

Report FA 36/2022 – Conservation Ontario Council Meeting, was presented, discussed, and resolved.

Motion # 86/2022 R. Cerna S. Martyn CARRIED

THAT, report FA 36 / 2022 as information.

Report FA 37/2022 – Conservation Areas Workshop, was presented, discussed, and resolved.

Motion # 87/2022 S. Martyn R. Cerna CARRIED

THAT, the Full Authority authorize (1) staff member to attend the Annual Conservation Areas Workshop Conference in Orillia on October 26th – 27th, 2022.

Report FA 38/2022 – Fundraising Update, was presented, discussed, and resolved.

Motion # 88/2022 R. Cerna S. Martyn CARRIED

THAT, the Full Authority acknowledge the 2022 fund-raising activities and projects as outlines in Report FA 38/2022.

GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

- Welcomed Al Bradford to the team officially on July 5th in his new capacity as Conservation Areas Supervisor.
- On October 7, 2021, Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Conservation Authorities Act was passed requiring Conservation Authorities to submit quarterly progress reports to the Ministry of Environment, Conservation and Parks. The CCCA's quarter one progress report was completed, it was submitted to all 5 member municipalities and has been submitted to MECP to meet the first quarterly report deadline outlining the consultation steps that have been undertaken to date with the CCCA's five participating municipalities.
- Started compiling a fee policy to meet the requirements of regulation Section 21.2 of the Conservation Authorities Act which sets out that every Conservation Authority shall prepare and adopt both a written fee policy and fee schedule with respect to the fees that it charges for the programs and services it provides. Upon enactment of the new Section 21.2 of the Conservation Authorities Act on January 1, 2023, all CAs will be required to have a fee policy and fee schedule approved by their Members.
- A draft blanket memorandum of agreement was created for municipalities to sign and endorse the CCCA's Inventory of Programs and Services which has been shared with upper management for amendments as necessary.
- A draft planning memorandum of agreement was shared with upper management for comment and amendments to cover off the benefit based apportionment levy for planning services that are not considered mandatory category 1 such as commenting of minor variances, and subdivisions etc.
- Appeared on 94.1 MyFM's Destination Local to endorse Springwater Conservation Area and all of its amenities.
- Finalized the agreement for the Ontario Southwest Tourism Relief Fund grant in the amount of \$74,920.00.
- Met with all upper management from all 5 member municipalities to discuss CCCA's draft Inventory of Programs and Services and agreements.
- Completed a survey on Conservation Authority University. I was able to provide valuable responses, as I was a graduate of the 2022 class.
- Completed performance appraisals for all staff.
- Continual support to Green Roof Stage project and completed a report update to mr. Andrew Gunn in regards to the status of the stage.
- Finalized and put together the Aylmer District Trappers Association Agreement.
- Received approval for the Enbridge Grant, which will finance a native planting day on one of our properties in the fall with the ELP Students.
- Sat in on a consultation regarding Oxford County's OP update. Staff from Oxford County was looking for information regarding subwatershed studies and related water resource information to help feed into the update as it pertains to water resource systems, as well as flood mapping updates in relation to natural hazards for the County's OP.
- Myself and staff are all investigating possibilities for submission to the Natural Infrastructure Fund Grant. Its objectives are to build community awareness of the value and opportunities of natural and hybrid infrastructure, and to increase its uptake and use across Canada.
- Completed both Conservation Ontario and the Provinces Annual Statistical Survey.
- Completed a survey for the Auditor General in regards to Invasive Species. These responses will help inform the report that will be established later this year, where

recommendations to the Ministry of Natural Resources and Forestry and the Invasive Species Centre will be provided to improve invasive species management.

- Attended an information session hosted by Conservation Ontario on the Conservation land Inventory a mandatory deliverable due December 31, 2024.
- Attended a CO webinar regarding the introduction of the Phase 2 Regulations, the second part to the Transition Period ending December 31, 2024.
- Staff launched the Park Fundraiser for the replacement of the Poplar Hill playground.
- Attended CO AGM virtually.
- Completed spray program for Town of Aylmer Firehall, Baseball Diamonds, and a few ornamental gardens.
- Completed a letter of proposal to the Springfield Swans and St Thomas Lions/ Lioness in regards to a donation towards the new Poplar Hill Playground.
- Worked out a day to meet with the PBRA to discuss CCCA's role in flood forecasting and warning.
- Organized a meeting with Denise Love from the Steam Center to go over the preliminary design work the students have completed in regards to multilingual signage at our trailheads in the Springwater Campground. It will make it a more accessible experience for people who have language barriers providing them with information in regards to Springwater Campground.

Motion # 89/2022

S. Martyn

R. Cerna

CARRIED

THAT, the Copied Correspondence and the Correspondence Registers for June and July, 2022, be noted and filed.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, September 8, 2022, commencing at 10:00 a.m.

Motion # 90/2022

R. Cerna

S. Martyn

CARRIED

THAT, the Full Authority be terminated at (2:27 p.m.).



General Manager / Secretary –Treasurer



Authority Chairperson