

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

**Thursday, September 8<sup>th</sup>, 2022**

**Meeting #07/2022**

**PRESENT:**

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

**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:**

Rick Cerna	Member	Township of Malahide
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**WELCOME / CALL TO ORDER:**

Chairperson Baldwin-Sands welcomed everyone and called the meeting to order at (10:00 a.m.).

**ADOPTION OF AGENDA:**

<u>Motion # 91/2022</u>	P. Buchner	A. Oslach	CARRIED
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THAT, the Agenda for the September 8, 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:**

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:**

<u>Motion # 92/2022</u>	A. Oslach	S. Martyn	CARRIED
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THAT, the Minutes of Full Authority Meeting #06/2022 (August 19, 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 39 to FA 42/2022 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 93/2022                      A. Oslach                                      P. Buchner                                      CARRIED

THAT, Staff Reports FA 39 to FA 42 for the months of August 2022, be noted and filed.

Report FA 43/2022 – August Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 94/2022                      A. Oslach                                      S. Martyn                                      CARRIED

THAT, Report FA 24/2022 (August Summary of Revenue and Expenditures), be noted and filed.

Report FA 44/2022 – Accounts Paid, was presented, discussed, and resolved.

Motion # 95/2022                      P. Buchner                                      S. Martyn                                      CARRIED

THAT, Accounts Paid totaling \$75,039.23 be approved as amended in Report FA 44/2022.

Report FA 45/2022 – Port Bruce Rate Payers, was presented, discussed, and resolved.

Motion # 96/2022                      A. Oslach                                      P. Buchner                                      CARRIED

THAT, Report FA 45/2022, be received as information at this time.

Report FA 46/2022 – Research Requests, was presented, discussed, and resolved.

Motion # 97/2022                      S. Martyn                                      P. Buchner                                      CARRIED

THAT, the Full Authority approve the Research Permit for MNRF and NSRI as outlined in Report FA 46/2022.

Report FA 47/2022 – Ministry Change Report, was presented, discussed, and resolved.

Motion # 87/2022                      A. Oslach                                      S. Martyn                                      CARRIED

THAT, the members receive this as information at this time.

Report FA 48/2022 – CCCA Programs & Services Inventory, was presented, discussed, and resolved.

Motion # 99/2022                      S. Martyn                                      P. Buchner                                      CARRIED

THAT, the Full Authorities accept the amended Inventory of Programs and Services at this time as information.

Report FA 49/2022 – Fee Policy/Fee Schedule, was presented, discussed, and resolved.

Motion # 100/2022                      P. Buchner                                      A. Oslach                                      CARRIED

THAT, the Catfish Creek Conservation Authority Fee Policy and Fee Schedule be approved as presented; and further;

THAT, the Fee Policy be posted on the CCCA website or be made public knowledge by other means.

Report FA 50/2022 – 2023 Budget Direction, was presented, discussed, and resolved.

Motion # 101/2022                      P. Buchner                                      S. Martyn                                      CARRIED

THAT, the Full Authority approve the preparation of a 2023 Draft Budget that includes a levy increase of 9% and Consumer Price Index increase to the 2023 Salary Grid at the calculated % as of October – retro-active.

Motion # 102/2022                      P. Buchner                                      A. Oslach                                      CARRIED

THAT, the Correspondence Register for August, 2022, be noted and filed.

**GENERAL MANAGER / SECRETARY-TREASURER’S REPORT:**

- Received a 500 dollar donation for the poplar hill playground from the Springfield Swans and had a picture taken with Rosemary Kennedy and their big cheque
- Completed the spraying program for Giant Ragweed in the Town of Aylmer
- Met with the students who created our newcomer signs from the Steam Center. Gave the students great merit and thanks in regards to the details and designs of the multilingual trailhead signs. They did an exceptional job with their presentations and they will make a fantastic addition to the Springwater Forest
- We received the delivery of the new Poplar Hill Playground Equipment. It has been installed and makes another great addition/ upgrade and amenity to the Springwater West Campground.
- Attended the Lake Erie Regional Managers Meeting and details will be provided in the next Source Water Protection Meeting.
- Assisted staff in the collection of outstanding seasonal fee’s. Currently there are no outstanding balances.
- Attended a work site in Port Bruce while Gerrit was on holidays to ensure compliance in regards to section 28. Conversated with the Geo Technical Engineer to seek direction and feedback in regards to works being undertaken.

- Worked with upper management from our 5 member municipalities to create a category 2 memorandum of agreement for planning services that are not mandatory. Oxford County has completed the MOA and is ready to seek council approval. All four other member municipalities upper management are still currently working through the agreement to tailor it to each of their specific needs.
- Received two requests for research permits. One to continue the Blue Ash study at the YNHA and another to sample small mammal populations for Covid 19 in various CCCA properties.
- Met with the new Board representatives from the Port Bruce Rate Payers Association to discuss how to improve their understanding of the responsibilities and future goals of the Catfish Creek Conservation Authority relating to flood risk reduction in Port Bruce and to find out if there is anything the PBRA can do to help you achieve your goal.
- Completed comment tables for draft guidance released from Conservation Ontario on all of the Mandatory requirements in regards to legislative amendments to the CA Act
- Attended the Central Elgin Environmental Committee meeting. The committee finalized a draft budget for proposal. A list of things the committee would like to see accomplished was established to support the budget proposal. Discussed turtle crossing signs, green cone digester pilot project and a re-use library where things can be upcycled to people who may have a use for it. Discussion also occurred around the Monarch Butterfly and its addition to the red list of threatened species which is only two steps from extinction.
- Participated in the Stay Safe Elgin program. The StaySafe™ Elgin Rapid Antigen Screening Program is open to businesses with 150 employees or less, with the goal of identifying asymptomatic cases of COVID-19 in the workplace that might otherwise be missed. Business owners can place orders for the screening kits online and free of charge, thanks to both the Federal and Provincial government.
- Applied for the FHIMP grant with the assistance of Peter Dragunas. It was just released to the province of Ontario. It will support measures that the Government of Canada is pursuing with a view to increasing the resiliency of Canadians in the face of the rising frequency and costs of flood events and other climate-related disasters. If obtained it will cover half of the money required to update our floodline mapping in the village of Port Bruce.
- The green roof stage is almost complete. The rooms have been built, the electrical is almost complete, the plumbing and irrigation is complete, excavated landscaping is complete as well. The green roof was also delivered and installed on August 26, 2022.
- Completed the Ontario Southwest Tourism Relief Fund agreement
- Natural infrastructure uses preserved, restored, or enhanced ecosystem features and materials (e.g., water, native species of vegetation, sand and stone) to deliver beneficial community services and infrastructure outcomes. It can be naturally occurring, or engineered using exclusively ecosystem features and materials. Hybrid infrastructure incorporates grey infrastructure elements to enhance or support natural infrastructure and the use of ecosystem processes. 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. The Natural Infrastructure Fund Small Projects Stream will support new projects with total eligible costs between thirty thousand and three million dollars. Staff are brainstorming project ideas and would also accept any input the members may have in regards to projects
- Working through draft budget for approval by members.

**CLOSED SESSION:**

Motion # 103/2022                      P. Buchner                                      S. Martyn                                      CARRIED

THAT, the Full Authority adjourn to Closed Session at (11:07 a.m.).

Motion # 104/2022                      A. Oslach    S. Martyn                                      CARRIED

THAT, the full authority rise from closed session with report at (11:26 a.m.).

Motion # 105/2022                      P. Buchner    A. Oslach                                      CARRIED


THAT, the Full Authority direct the General Manager to contact Andrew Gunn to seek extra funding. In the event no funding is available, the General Manager is directed to use to the limit of \$60,000.00 from the Springwater Capital Development Reserve.

**NEXT MEETING / TERMINATION:**

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, October 13, 2022, commencing at 10:00 a.m.

Motion # 106/2022                      A. Oslach    P. Buchner                                      CARRIED

THAT, the Full Authority be terminated at (11:28 a.m.).

  
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General Manager / Secretary –Treasurer

  
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Authority Chairperson