

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

Thursday, March 9, 2023

Meeting #02/2023

PRESENT:

Paul Buchner	Chairperson	Township of South-West Oxford
Morgaine Halpin	Vice-Chairperson	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer
Scott Lewis	Member	Township of Malahide

STAFF:

Dusty Underhill	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Gerrit Kremers	Resource Planning Coordinator
Peter Dragunas	Water Management Technician

ABSENT:

Gary Clarke	Member	City of St. Thomas
Al Bradford	Conservation Area Supervisor	
Brittany Bell	Program Support Assistant	

OTHERS PRESENT:

Rob Perry	Reporter, the Aylmer Express
April Grass	Port Bruce Rate Payers

WELCOME / CALL TO ORDER:

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

ADOPTION OF AGENDA:

<u>Motion # 11/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, the Agenda for the March 9, 2023, 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:

Motion # 12/2023 A. Oslach M. Halpin CARRIED

THAT, the Minutes of Full Authority Meeting #01/2023 (February 27, 2023), 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:

Reports FA 01 to FA 04/2023 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 13/2023 A. Oslach M. Halpin CARRIED

THAT, Staff Reports FA 01 to FA 04 for the months of January and February 2023, be noted and filed.

Report FA 05/2023 – January Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 14/2023 A. Oslach S. Lewis CARRIED

THAT, Report FA 05/2023 (January Summary of Revenue and Expenditures), be noted and filed.

Report FA 06/2023 – February Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 15/2023 A. Oslach M. Halpin CARRIED

THAT, Report FA 06 / 2023 (February Summary of Revenue & Expenditures), be noted and filed.

Report FA 07/2023 – Accounts Paid, was presented, discussed, and resolved.

Motion # 16/2023 S. Lewis A. Oslach CARRIED

THAT, Accounts Paid totaling \$120,038.12, be approved as presented in Report FA 07 / 2023.

Report FA 08/2023 –2023 Final Budget and Levy

Motion # 17/2023 S. Lewis A. Oslach CARRIED

THAT, the 2023 Cattfish Creek Conservation Authority Budget totaling \$1,691,405.85 be adopted as presented; and further,

THAT, the 2023 Municipal General Levy in the amount of \$405,939.78 be approved as presented.

Member's Name	Municipality	CVA	
		Apportionment %	Yes No
Scott Lewis	Township of Malahide	36.8512%	X
Morgaine Halpin	Municipality of Central Elgin	27.37015%	X
Arthur Oslach	Town of Aylmer	28.8821%	X
Gary Clarke	City of St. Thomas	6.1083%	paid
Paul Buchner	Township of South-West Oxford	3.4569%	X

Report FA 09/2023 – CCCA Committees, was presented, discussed, and resolved.

Motion # 18/2023 M. Halpin A. Oslach CARRIED

THAT, the Full Authority approve the Committee appointments for the year 2023 as presented in Report 09/2023.

Report FA 11/2023 – Board of Directors Code of Conduct, was presented, discussed, and resolved.

Motion # 19/2023 M. Halpin A. Oslach CARRIED

THAT, the Full Authority recommend that the Board of Directors' Code of Conduct be reviewed and signed by newly appointed members to the Cattfish Creek Conservation Authority's Board of Directors.

Report FA 11/2023 –Telecommunications Tower, was presented, discussed, and resolved.

Motion # 20/2023 M. Halpin A. Oslach CARRIED

THAT, the Cattfish Creek Conservation Authority Board of Directors direct staff to seek grant funding to cover the cost of the telecommunications tower; and further,

THAT, the installation of a telecommunications tower at the Springwater Conservation Area be approved as detailed in Report FA 11/2023; and further,

THAT, funding be allocated in the 2023 budget in the event that staff are unsuccessful in obtaining grant funding.

Report FA 12/2023 – Ontario Regulations 687/21 Progress Report, was presented, discussed, and resolved.

Motion # 21/2023 S. Lewis A. Oslach CARRIED

THAT, Report No. FA 12/2023 Conservation Authorities Act Transition Quarterly Progress Report Ontario Regulation 687/21: Transition Plan and Agreements for Programs and Services be received as information.

Report FA 13/2023 – Catfish Creek Flooding at Port Bruce, was presented, discussed, and resolved.

Motion # 22/2023 S. Lewis A. Oslach CARRIED

THAT, Report FA 13/2023 be noted and filed.

Report FA 14/2023 – Approved Section 28 Applications, was presented, discussed, and resolved.

Motion # 23/2023 A. Oslach S. Lewis CARRIED

THAT, the Full Authority receive the staff approved Section 28 Regulation Applications Report FA 14/2023, as information.

Report FA 15/2023 –2023-2024 General Insurance Program, was presented, discussed, and resolved.

Motion # 24a/2023 M. Halpin A. Oslach CARRIED

THAT, the Board of Directors approve an online forum latter in March on a day to be determined, to discuss the renewal of the 2023-2024 General Insurance Program.

Report FA 15/2023 - 2023 – 2024 General Insurance Program, presented as Amended, discussed, and resolved.

Report FA 15/2023 was presented as amended at a Zoom meeting on March 16, 2023 at 3:05pm. Charlie Roloson from McFarland Rowlands presented the renewal package. Councilor Buchner commented that increases seem to be standard. Councilor Oslach inquired about inflation in regard to the renewal package. The meeting was terminated at 3:21pm.

Motion # 24b/2023 G. Clarke A. Oslach CARRIED

THAT, the Catfish Creek Conservation Authority renew its 2023-2024 insurance coverage with Intact Public Entities through McFarland Rowlands Insurance Service at a total cost of \$63,828.00 plus applicable taxes as detailed in amended Report FA 15/ 2023.

GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

- Completed the Transfer Payment Agreement for the Flood Hazard Identification Mapping Program. The Authority in conjunction with TRUE Consulting will complete a riverine and coastal Flood proofing update for Port Bruce which will provide new flood line elevations incorporating climate change and wave uprush. This will assist the authority in guiding development etc. within the village. Our current flood lines are from 1982.
- Completed the Tourism Relief Fund Agreement. Staff were successful in obtaining \$131,000.00 Grant from the Tourism Relief Fund to assist in the expansion of services offered during Maple Syrup season. The benefits obtained from this grant will assist many functions within the Springwater CA over and above our annual Maple season.
- Held an Envirothon planning committee meeting. This will be the first in person Envirothon since the pandemic. The Ontario Envirothon provides students with hands-on experience with forests, soils, wildlife, and aquatic ecosystems, while team-based activities are designed to develop critical thinking, problem solving, and teamwork, leadership, and communication skills. The program challenges students to highlight their environmental knowledge for a chance advance to the provincial competition. The Envirothon is held in April in the Springwater Conservation Area. Members may be asked to judge team's final projects and presentations on competition day.
- Staff received word from the Port Bruce Rate Payers Association that they would like to fund a project that will assist in flood mitigation, prevention or awareness. Water Resources Technician Peter Dragunas and I are currently investigating a few different viable options.
- Started retroactively applying for the eco gift program for the authorities newly acquired 50.19 acres. All documents required for the initial submission package have been submitted and staff are awaiting to hear on next steps.
- Preparation was undertaken for the January 2023 Personnel and Finance Committee meeting.
- Attended the pre-audit meeting with staff from Graham Scott Enns and Susan Simmons Financial Services Coordinator where any questions pertaining to the audit were clarified and the draft financial statements were reviewed.
- Conducted two meetings with Pat Prodanovic from TRUE Consulting and staff to go over the flood line mapping study to be conducted in Port Bruce. Background information requirements were established and CCCA staff provided all required documents and studies. Staff also met with Environment and Climate Change Canada, and Ministry of Natural Resources and Forestry to discuss the FHIMP proposal, which concluded the initial requirement of the required Project Technical Team meeting.
- Started to compile a land inventory using the draft template from Conservation Ontario. The land inventory is a mandatory component of Regulation 687/21 Mandatory Programs and Services Regulation. It entails a
- Attended a GM meeting. Implications of Bill 23 were discussed and different approaches to transition planning in regards to Bill 23. The Authority will comment on any existing permits

or files for 6 months, in which everything will then be turned back over to the organization in which the permit was filed. There have been many discussions around Omnibus Bill 23 since the beginning of January 2023.

- Completed the interim WECI Report, currently all projects tied to the WECI grant for Springwater Dam have been wrapped up and everything for costing came in as what was estimated so the CCCA has completed the 2022 WECI submission and there are no surplus funds to return. Concrete restoration work was completed repairing a wing wall and large striation. The dam gantry and fence received paint and a new staff gauge was added to the dam to assist in low and high flow augmentation.
- Provided a reply to the Township of Malahide in regards to questions they had about the 2023 Budget, to date there have been no letters of dispute from any of our watershed members.
- Met with citizens of the Port Bruce Rate Payers Association and Malahide Township staff in Port Bruce to discuss the clearing of Lindley Street extension in times of flooding emergencies. MNR was contacted and the issue was discussed and resolved.
- Conducted interviews to fill the Customer Services Clerk position. Shelby Martin joined the CCCA team on February 27, 2023. Shelby will assist the authority with visitor services center operations, and provide environmental education and activities within the Springwater Conservation Area.
- Assisted staff in fulfilling the requirements of the Community Services Recovery Grant and submitted it on time. The CCCA is looking to update some of its technology including our dated phone system and investigating options for sustainable internet that can assist in expansion of services offered such as online bookings.
- Attended a Lake Erie Regional Managers Meeting for Source Protection and concerns were shared with the Province's choice of chair. Alan Dale has been acting chair, has provided several years of service, and has gained a lot of knowledge in his time. The Province then appointed someone with no background in Source Water Protection. The LERMC compiled their thoughts and a draft letter was sent to the Minister stating we will support whoever fulfills the role but we would prefer Alan Dale as chair for his years of service and the knowledge he has gained while serving on the committee.
- Completed and submitted all forms for the CCCA's annual Insurance Renewal.
- Started to finalize the final WECI Report, which is due March 10.
- Completed the 4th Transition Plan report as part of the reporting requirements of Ontario Regulation 687/21, Transition Plans and Agreements.
- Reserved accommodations to attend a two day in person General Managers meeting in June where the mandatory Conservation Areas Strategy and Watershed Strategy will be discussed.
- Investigated options in regards to the replacement of the repeater on the Aylmer water tower. The water tower is slated to be torn down in the next 2-3 years and the current repeater is very dated to the point we could start running into issues. The repeater provides

both the CCCA and Malahide Townships portable radio channels. Currently the CCCA is the sole owner of the repeater and Malahide Township utilizes it. Moving forward staff will be starting talks with township staff in regards to its replacement as it is a very expensive item, cost sharing for replacement would benefit both parties.

- A lot of time, preparation and coordination for the 2022 Annual General Meeting and Annual Report took place over the course of January and February. Initially cancelled on February 23, 2023 due to inclement weather, but was rescheduled for Monday the 27th of February where we completed the meeting but also ran into the same kind of weather issues. I would like to thank the board members both past and present for making the Annual General Meeting such a success.

Motion # 25/2023 A. Oslach S. Lewis CARRIED

THAT, the Correspondence Registers for January and February, 2023, be noted and filed.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, April 20, 2023, commencing at 10:00 a.m.

Motion # 26/2023 A. Oslach S. Lewis CARRIED

THAT, the Full Authority be terminated at 11:03 a.m.



General Manager / Secretary - Treasurer



Authority Chairperson