

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

Thursday, August 10, 2023

Meeting #06/2023

PRESENT:

Paul Buchner	Chairperson	Township of South-West Oxford
Morgaine Halpin	Vice-Chairperson	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer
Gary Clarke	Member	City of St. Thomas

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:

Scott Lewis	Member	Township of Malahide
Gerrit Kremers	Resource Planning Coordinator	

OTHERS PRESENT:

Rob Perry	Reporter, the Aylmer Express
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WELCOME / CALL TO ORDER:

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

ADOPTION OF AGENDA:

<u>Motion # 68/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, the Agenda for the August 10, 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 # 69/2023 G. Clarke A. Oslach CARRIED

THAT, the Minutes of Full Authority Meeting #05/2023 (June 8, 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 52 to FA 55/2023 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 70/2023 G. Clarke M. Halpin CARRIED

THAT, Staff Reports FA 52 to FA 55 for the months of June and July, 2023, be noted and filed.

Report FA 56/2023 – June Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 71/2023 A. Oslach G. Clarke CARRIED

THAT, Report FA 56/2023 (June Summary of Revenue and Expenditures), be noted and filed.

Report FA 57/2023 – July Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 72/2023 G. Clarke A. Oslach CARRIED

THAT, Report FA 57/2023 (July Summary of Revenue and Expenditures), be noted and filed.

Report FA 58/2023 – Accounts Paid, was presented, discussed, and resolved.

Motion # 73/2023 M. Halpin G. Clarke CARRIED

THAT, Accounts Paid totaling \$128,969.03 be approved as presented in Report FA 58/2023.

Report FA 59/2023 – Catfish Creek Channel Sounding was presented, discussed, and resolved.

Motion # 74/2023 A. Oslach G. Clarke CARRIED

THAT, the channel sounding observations described in Report 59/2023 be received as information at this time.

Report FA 60/2023 – Springwater Pond Sounding, was presented, discussed, and resolved.

Motion # 75/2023 G. Clarke A. Oslach CARRIED

THAT, the Springwater Pond Sounding and observation described in Report FA 60/2023, be received as information as this time.

Report FA 61/2023 – Transition Plan Progress Report, was presented, discussed, and resolved.

Motion # 76/2023 G. Clarke M. Halpin CARRIED

THAT, Report No. FA 61/2023 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 62/2023 –Conservation Ontario Council Meeting, was presented, discussed, and resolved.

Motion # 77/2023 A. Oslach G. Clarke CARRIED

THAT, Report FA 62/2023, Conservation Ontario Council Meeting, be received as information at this time.

Report FA 63/2023 –Technical Bulletin: Flooding Hazards: Data Survey and Mapping Specifications, was presented, discussed, and resolved.

Motion # 78/2023 G. Clarke A. Oslach CARRIED

THAT, Report FA 63/2023, be received as information at this time.

Report FA 64/2023 – Approved Section 28 Regulations Applications, was presented, discussed, and resolved.

Motion # 79/2023 A. Oslach M. Halpin CARRIED

THAT, the Full Authority receive the staff approved Section 28 Regulation Applications Report FA 64/2023, as information.

Report FA 65/2023 – Catfish Creek Conservation Authority Photographic, Video Monitoring and Surveillance Policy, was presented, discussed, and resolved.

Motion # 80/2023 G. Clarke A. Oslach CARRIED

THAT, the Catfish Creek Conservation Authority Photographic, Video Monitoring and Surveillance Policy be approved as presented in Report FA 65/2023.

Report FA 66/2023 –Conservation Areas Workshop Conference was presented, discussed, and resolved.

Motion # 81/2023

G. Clarke

M. Halpin

CARRIED

THAT, the Full Authority authorize two (2) staff members to attend the Annual Conservation Areas Workshop Conference in Orillia at the Fern Resort from October 24-26, 2023.

GENERAL MANAGERS REPORT:

- Assisted with the uploading of Bianca Bourne, our Field Technician/Gate Attendant. Bianca has completed some field inventories, and while on shift in the gatehouse Bianca completes technical reports to back up the work she has done in the field.
- Time was spent creating the basis for our land inventory. GIS components and other information still needs to be uploaded but the basis for the Inventory is well underway.
- Completed a watershed tour for the board members highlighting some of the signature areas and showcasing some of the great work the CCCA does in the field on both privately owned and CA owned lands.
- Prepared and completed the grand opening of the Three Sisters Stage. An excellent turn out was had. We had planned for 30 patrons max, and almost 50 people were in attendance. It was an excellent night and the family was very pleased with the evening's proceedings.
- Attended a Lake Erie Region Source Protection Meeting as the LERMC Liaison. Provided an update to the members on the CCCA's Source Protection plan and provided an overview of how the campgrounds are doing and special projects we have completed such as the Prairie at the Tisdale CA.
- Lindley street extension report was sent to Malahide Township and the Port Bruce Rate Payers highlighting some suggested remedies to alleviate inland floodwaters from that area of town.
- Completed the Conservation Lands Tax Incentive Program registration for properties designated as such owned by the Authority.
- Discussed the potential of reinstating the low water advisory committee with Peter Dragunas, now that Low Water is a core mandate.
- Attended a Conservation Ontario Council Meeting
- Attended a 2-day General Managers meeting at the Kingbridge Center in Toronto. Day 1 was comprised of open discussions. Roundtables were held to discuss successes or precedents each CA has achieved recently. A group discussion was then conducted in regards to knowledge management, file management, opportunities, challenges, and success stories. Mandatory programs and services were discussed exemplifying each CA's approach etc. Discussed how to raise the collective profile in Stewardship, Green Infrastructure and Integrated Water Resource Management. Day 2 consisted of media training, the "dos and don'ts" and the "what to say what not to says".
- Submitted the July 1, 2023 Quarterly report to the MECP and to member municipalities as per the Mandatory Programs and Services Regulation.
- Completed an overview on the new ERO in regards to updating floodplain mapping.
- Met with westerly neighbor to the Johnson Tract who has concerns about some potential hazard trees. Staff are assessing the situation and creating a remedial plan of action.
- Met with Jeff Spoor to provide recommendations in regards to Ice mitigation in Port Bruce for the 2023-2024 Flood Season.

- Met with Justin Scallopini from PSD Citywide to discuss asset management plans and there costs etc. as that is a requirement under O.Reg 686/21, to be completed by December 31, 2024.
- Assisted with the Community Services Recovery Fund Grant to get everything in motion. Internet tower is erected and we are currently using our new Uplink internet. The new sign has been ordered for the administration office and the new VOIP phone system will be installed in the near future.
- Created the new Photographic Monitoring and Video Surveillance Protocol to meet the requirements of FIPPA and MIPPA.
- Reviewed the Lake Erie Action Plan (LEAP)
- Notified Malahide Township that the ice storage agreement with Ontario Parks was up for renewal and provided contact information etc. to township staff.
- Completed the Ontario Southwest Tourism Survey which establishes how different sectors are doing in regards to business for the summer of 2023.
- Met with staff, the Port Bruce Rate Payers and Pat Prodonavic to discuss the possibility of introducing some watershed modelling HEC-HMS which would assist the CCCA to provide a better flood outlook providing more notice before major events.
- Met with southwesterly land owner to the Johnson Tract to discuss a row of dead Red Pine trees adjourning the property line. Staff have assessed situation and will cut what they can but an arborist will have to be called into complete the difficult ones.
- Continual work and support to the Mandatory Land Inventory.
- Gathering materials and information to start composing the Conservation Areas Strategy and the Watershed Strategy also mandatory documents under the Conservation Authorities Act to be completed by December 31, 2024.
- Starting to talk budget, align the needs vs. the wants for the 2024 budgetary year.

Motion # 82/2023 G. Clarke A. Oslach CARRIED

THAT, the Correspondence Registers for June and July, 2023, be noted and filed.

Motion # 83/2023 A. Oslach G. Clarke CARRIED

THAT, the Full Authority adjourn to Closed Session at 11:02 a.m.

Motion # 84/2023 M. Halpin G. Clarke CARRIED

THAT, the Full Authority rise with report at 11:12 a.m.

Motion # 85/2023 M. Halpin A. Oslach CARRIED

THAT, the Personnel/Finance Committee be given the power to deal with any urgent business in regards to Finances or Personnel matters that may arise prior to the next Full Authority meeting.

Motion # 86/2023 A. Oslach G. Clarke CARRIED

THAT, the Committee of the Whole recommend to the Full Authority to approve hiring Shelby Martin on a contract basis until December 31/2023 and further;

THAT, the Customer Services Clerk contract be renewed on an annual basis on completion of a successful performance appraisal in accordance to CCCA's Personnel Policy.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, September 14, 2023, commencing at 10:00 a.m.

Motion # 87/2023

G. Clarke

A. Oslach

CARRIED

THAT, the Full Authority be terminated at 11:19 a.m.



General Manager / Secretary –Treasurer



Authority Chairperson