

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

Thursday, October 12, 2023

Meeting #08/2023

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

ABSENT:

Scott Lewis	Member	Township of Malahide
Brittany Bell	Program Support Assistant	

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 # 88/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, the Agenda for the October 12, 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 # 89/2023 G. Clarke A. Oslach CARRIED

THAT, the Minutes of Full Authority Meeting #07/2023 (September 14, 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 74 to FA 77/2023 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 90/2023 A. Oslach M. Halpin CARRIED

THAT, Staff Reports FA 74 to FA 77 for the month of September, 2023, be noted and filed.

Report FA 78/2023 – September Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 91/2023 G. Clarke A. Oslach CARRIED

THAT, Report FA 78/2023 (Summary of Revenue and Expenditures), be noted and filed.

Report FA 79/2023 – Accounts Paid, was presented, discussed, and resolved.

Motion # 92/2023 M. Halpin A. Oslach CARRIED

THAT, Accounts Paid totaling \$36,586.03 be approved as presented in Report FA 79/2023.

Report FA 80/2023 – Quarterly Progress Report – Ontario Regulation 687/21 was presented, discussed, and resolved.

Motion # 93/2023 A. Oslach M. Halpin CARRIED

THAT, Report FA 80/2023 Conservation Authorities Act Transition Quarterly October 1, 2023 – Progress Report Ontario Regulation 687/21: Transition Plan and Agreements for Programs and Services be noted and filed.

Report FA 81/2023 – February 17, 2022 Flood Mitigation Efforts to Date, was presented, discussed, and resolved.

Motion # 94/2023 G. Clarke A. Oslach CARRIED

THAT, Report FA 81/2023, be received as information at this time, and further;
THAT, Report FA 81/2023 be submitted to Malahide Council at information as this time.

Report FA 82/2023 – Conservation Ontario Council Meeting, was presented, discussed, and resolved.

Motion # 95/2023

G. Clarke

A. Oslach

CARRIED

THAT, the update on activities of Conservation Ontario Council outlined in Report FA 82/2023, be noted and filed.

GENERAL MANAGERS REPORT:

- Completed the S.39 Provincial Transfer Payment grant funding annual proposed budget summary request for Fiscal Year 2022-2023 in conjunction with the Financial Services Coordinator.
- Completed the final quarterly report required under Regulation 687/21.7(2) which states a Conservation Authority must provide quarterly reports to the MECP on July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, and October 1, 2023. The October 1 Quarterly report details where we are at in regards to cost apportioning agreements, feedback received from Municipalities and difficulties the CA may be facing in regards to cost apportioning agreements. We are using a fee for service model and reserves to cover off category 3 programming alleviating financial burden on our member municipalities.
- Receiving quotes and reviewing/ preparing budget for 2024. Working with different departments to accommodate what we need vs what we want. A tour will be prepared for the members after the November Full Authority meeting to view some of the Authorities assets such as Infrastructure, Buildings and Bridges.
- Attended Conservation Ontario Council meeting in person, details were provided in report no.
- Ongoing discussion and talks with Malahide, and the Port Bruce Rate Payers Association in regard to HEC HMS modelling which would allow CCCA to forecast and provide ample warning in the event of a major climatic weather event such as a flood.
- Continual advancement on the CCCA's draft ten-year strategic plan which will provide direction to move forward and also assist in the creation of the mandatory Watershed Based Resource Management Strategy.
- Completed the hiring process for the Conservation Areas Assistant position.
- Had a meeting with Pat Prodonavic in regards to the riverine and shoreline updates in Port Bruce. Pat has almost completed a draft finished product and once done we will have a meeting in the schoolhouse open to the public as well to go over any questions or concerns.
- Assisted with the coordination and event material for a PBRA hosted flood awareness day in Port Bruce. CCCA's Water Management Technician and Resource Planning Coordinator attended the day. An information pamphlet was created and handed out to create an understanding for watershed residents of what the CCCA does. Speakers from the University of Waterloo attended exemplifying the need for lead time and preparation during a flood event.
- Had a discussion with the Water Management Technician in regard to the CCCA GIS. Staff addressed the concern of not having an updated base map of our administrative boundary that hasn't been altered by past staff. A new base map was created so there is continuity between departments etc. who utilize the software.

- Conducted a health and safety meeting and suggested changes were brought forth by staff in regards to health and safety. Reports will be addressed by the Board in an upcoming Full Authority meeting.
- Created a Budget report in conjunction with the Financial Services Coordinator which highlighted rationale of the 9% increase the CCCA is seeking.
- Attended a Conservation Authority General Managers meeting on September 18th.
- Working on a plan with Malahide staff to replace the radio repeater that both parties utilize that is currently attached to the Aylmer Water Tower which is slated for decommission. Current equipment is antiquated and will need replacement upon dismantle of the tower.

Motion # 96/2023 G. Clarke A. Oslach CARRIED

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

Motion # 97/2023 A. Oslach M. Halpin CARRIED

THAT, the Full Authority adjourn to Closed Session at 10:15 a.m.

Motion # 98/2023 G. Clarke A. Oslach CARRIED

THAT, the Full Authority rise without report at 10:20 a.m.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, November 9, 2023, commencing at 10:00 a.m.

Motion # 99/2023 M. Halpin A. Oslach CARRIED

THAT, the Full Authority be terminated at 10:21 a.m.



 General Manager / Secretary –Treasurer



 Authority Chairperson