

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

Thursday, December 16, 2021

Meeting #08/2021

The December Meeting of the Catfish Creek Conservation Authority Full Authority was conducted at the Aylmer Legion to accommodate social distancing.

PRESENT:

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

STAFF:

Dusty Underhill	Acting General Manager / Secretary-Treasurer
Tony Difazio	Planning Resource Coordinator
Kelsey Oatman	Program Support Assistant
Gerrit Kremers	Field Technician – Lands
Austin Verbeek	Field Technician – Water

PRESENT:

Brett Hueston	Aylmer Express, Reporter
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WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at (10:16 a.m.). He congratulated the Acting General Manager / Secretary-Treasurer for completing Conservation University and graduating as valedictorian.

LAND ACKNOWLEDGMENT:

The CCCA recognized that the land on which we gather is in the traditional territory shared between the Haudenosaunee confederacy, the Anishinabe nations, and the Attiwasandewonk Neutrals.

ADOPTION OF AGENDA:

<u>Motion # 114/2021</u>	S. Martyn	L. Baldwin-Sands	CARRIED
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THAT, the Agenda for the December 16th, 2021, 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 # 115/2021 L. Baldwin-Sands P. Buchner CARRIED

THAT, the Minutes of Full Authority Meeting #07/2021 (November 19, 2021), be accepted as circulated.

Motion # 116/2021 P. Buchner S. Martyn CARRIED

THAT, the Minutes of the Land Management Committee Meeting #LM02/2021 (November 25, 2021), be adopted as circulated.

BUSINESS ARISING FROM MINUTES:

Report FA 46/2021 – Springwater Conservation Area 2022 Camping Fees, was re-presented, discussed, and resolved.

Motion # 117/2021 P. Buchner L. Baldwin-Sands CARRIED

THAT, overnight camping and seasonal camping fees for the 2022 camping season at the Springwater Conservation Area be increased by 6%.

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS

Report FA 47/2021 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 118/2021 S. Martyn A. Oslach CARRIED

THAT, Staff Reports for the month of November, 2021, be noted and filed.

Report FA 48/2021 – November Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 119/2021 L. Baldwin-Sands P. Buchner CARRIED

THAT, Report FA 48/2021, be noted and filed.

Report FA 49/2021 – Accounts Paid, was presented, discussed, and resolved.

Motion # 120/2021 A. Oslach S. Martyn CARRIED

THAT, Accounts Paid totaling \$125,767.12, be approved as presented in Report FA 49/2021.

Report FA 50/2021 – Municipal Plan Review, was presented, discussed, and resolved.

Motion # 121/2021 P. Buchner L. Baldwin-Sands CARRIED

THAT, the Full Authority approve the Municipal Plan Review Report for the months of September, October, and November, 2021.

Report FA 51/2021 – Approved Section 28 Regulations Applications, was presented, discussed, and resolved.

Motion # 122/2021 P. Buchner A. Oslach CARRIED

THAT, the Full Authority receive the staff approved Section 28 Regulations Application Report FA 51/2021, as information.

Report FA 52/2021 – 2022 Meeting Dates, was presented, discussed, and resolved.

Motion # 123/2021 A. Oslach P. Buchner CARRIED

THAT, the Full Authority approve the 2022 Meeting Date Schedule as outlined in Report FA 52/2021, as presented.

Report FA 53/2021 – Revised Draft Budget 2022, was presented, discussed, and resolved.

Motion # 124/2021 L. Baldwin-Sands P. Buchner CARRIED

THAT, the Full Authority approve the 2022 Draft Budget as presented in FA 53/2021; and further,

THAT, the Budget and General Levies be circulated to member municipalities for the 30-day notice period in accordance with the Municipal Levy Regulation made under the Conservation Authorities Act.

ACTING GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

The Acting General Manager/Secretary-Treasurer provided members with the following updates:

a) Springwater Conservation Area – Evans' Sisters Green Roof Stage:

The Acting General Manager / Secretary – Treasurer informed the Board of Directors that the winter erection had been completed. In the Spring the irrigation plumbing, electrical work, and the green roof installation are to be completed. At this time, the project is right on budget.

b) CCCA Transition Plan:

The Acting General Manager / Secretary – Treasurer updated the Board of Directors that the CCCA Transition Plan had been sent out to member municipalities, the Ministry of Environment, Conservation and Parks, and posted on the CCCA website as of December 8, 2021.

c) Clean Technology Employment Grant:

The Acting General Manager / Secretary – Treasurer updated the Board of Directors that he and the Field Technician had attended webinars regarding the Clean Technology Employment grant that the CCCA had received.

d) British Columbia Flood Support:

The Acting General Manager / Secretary – Treasurer informed the Board of Directors that Conservation Ontario was approached by Emergency Management Ontario on behalf of the Province of British Columbia looking for resources related to flood response and monitoring given the recent and multiple atmospheric river events. There was a proposal to send some Conservation Authorities' staff to the province to assist with their flood event. In the end the proposal was no longer necessary.

e) Conservation Authorities Act Review:

The Acting General Manager / Secretary – Treasurer informed the Board of Directors that the Conservation Authorities Working Group continue to meet every couple of weeks to discuss the changes to the *Conservation Authorities Act* changes especially regarding Phase 1. The working group was happy that some key recommendations made by the collective were of common interest in shaping effective policy related to changes to the *Conservation Authorities Act* including an extension of the timelines for completion of MOUs/agreements and the inclusion of passive recreation as a mandatory program and service.

f) Conservation University:

The Acting General Manager / Secretary – Treasurer informed the Board of Directors he had completed the final section of Conservation University and had officially graduated. The course provided great insight and networking opportunities.

g) Source Water Protection:

The Acting General Manager / Secretary – Treasurer updated the Board of Directors that he was Currently working with Martin Keller and Emily Hayman of the Grand River Conservation Authority to update the Catfish Creek Source Water Protection Assessment Report. Authority staff compiled the requested data including water conditions, forest and wetland coverage and ground water quality information to add to the assessment report.

h) Section 28 Proposal:

The Acting General Manager / Secretary – Treasurer informed the Board of Directors that the Conservation Ontario Regulatory Compliance Committee is proposing to issue a Request for Proposals in early 2022 for the creation of Standard Operating Procedures (SOPs). These SOPs will be targeted to Conservation Authority staff designated as a Provincial Offences Officer under the *Conservation Authorities Act* and the *Trespass to Property Act* to assist officers in fulfilling their responsibilities and requirements of their respective Authority.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

None

NOTICE OF MOTIONS / NEW BUSINESS:

None

CORRESPONDENCE:**a) Copied:**

- An email from the County of Elgin regarding the Port Bruce Temporary Bridge & Boat Launch Removal

b) Not Copied:

- Correspondence Registers for November, 2021.

<u>Motion # 125/2021</u>	P. Buchner	A. Oslach	CARRIED
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THAT, the Copied Correspondence and the Correspondence Registers for November, 2021, be noted and filed.

CLOSED SESSION:

<u>Motion # 126/2021</u>	A. Oslach	L. Baldwin-Sands	CARRIED
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THAT, the Full Authority adjourn to Closed Session at (10:56 a.m.).

<u>Motion # 127/2021</u>	A. Oslach	P. Buchner	CARRIED
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THAT, the Full Authority rise with report at (11:44 p.m.).

<u>Motion # 128/2021</u>	P. Buchner	A. Oslach	CARRIED
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THAT, the Minutes of the Personnel/Finance Committee #PF02/202, be adopted as circulated.

<u>Motion # 129/2021</u>	P. Buchner	L. Baldwin-Sands	CARRIED
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THAT, the Full Authority authorize that Dusty Underhill should receive \$5,000.00 bonus to December 31, 2021 for extra services rendered as Acting General Manager / Secretary – Treasurer.

Motion # 130/2021

P. Buchner

L. Baldwin-Sands

CARRIED

THAT, the Full Authority appoint Dusty Underhill as Acting General Manager / Secretary – Treasurer of the CCCA from January 1, 2022 until changes occur or December 31, 2022 whichever comes first. In addition, a bonus compensation of \$1,000.00 per month be added to his salary on a month-to-month basis.

Motion # 131/2021

L. Baldwin-Sands

S. Martyn

CARRIED

Due to the upcoming independent consultation review concerning job descriptions and wages, that motion PF#19/2021 be deferred until the report is completed.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on the Annual General Meeting scheduled on Thursday, February 17, 2022, commencing at (2:00 p.m.).

Motion # 131/2021

L. Baldwin-Sands


A. Oslach

CARRIED

THAT, the Full Authority be terminated at (11:46 a.m.).



Acting General Manager / Secretary –Treasurer



Authority Chairperson