

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

Thursday, December 14, 2023

Meeting #10/2023

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
Gerrit Kremers	Resource Planning Coordinator
Al Bradford	Conservation Area Supervisor
Peter Dragunas	Water Management Technician
Brittany Bell	Program Support Assistant

ABSENT:

Gary Clarke	Member	City of St. Thomas
Susan Simmons	Financial Services 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 (9:58 a.m.).

ADOPTION OF AGENDA:

<u>Motion # 113/2023</u>	M. Halpin	S. Lewis	CARRIED
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THAT, the Agenda for the December 14, 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 # 114/2023 A. Oslach M. Halpin CARRIED

THAT, the Minutes of Full Authority Meeting #09/2023 (November 9, 2023), be adopted as circulated.

Motion # 115/2023 S. Lewis A. Oslach CARRIED

THAT, the Minutes of Land Management Committee Meeting #LM02/2023 (November 30, 2023), be adopted 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 94 to FA 97/2023 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 116/2023 A. Oslach M. Halpin CARRIED

THAT, Staff Reports FA 94 to FA 97 for the month of November, 2023, be noted and filed.

Report FA 98/2023 – November Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 117/2023 A. Oslach S. Lewis CARRIED

THAT, Report FA 98/2023 (November Summary of Revenue and Expenditures), be noted and filed.

Report FA 99/2023 – Accounts Paid, was presented, discussed, and resolved.

Motion # 118/2023 M. Halpin S. Lewis CARRIED

THAT, Accounts Paid totaling \$30,058.53 be approved as presented in Report FA 99/2023.

Report FA 100/2023 – Catfish Creek Conservation Authority Ice Management Plan Amendment was presented, discussed, and resolved.

Motion # 119/2023 S. Lewis M. Halpin CARRIED

THAT, the Catfish Creek Conservation Authority, Board of Directors approve the Catfish Creek Conservation Authority, Ice Management Plan, 2023, amendment on page 5 and 6 *Malahide Township Responsibility*, as described in Report FA 100/2023, and in compliance with Conservation Authorities Act, ONTARIO REGULATION 686/21, MANDATORY PROGRAMS AND SERVICES, Consolidation Period: From January 1, 2023 to the e-Laws current date.

Report FA 101/2023 – Proposed 2024 Meeting Schedule, was presented, discussed, and resolved.

<u>Motion # 120/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, the Full Authority approve the 2024 Meeting Date Schedule as outlined in Report FA 101/2023.

Report FA 102/2023 – Year End Motions, was presented, discussed, and resolved.

<u>Motion # 121/2023</u>	S. Lewis	M. Halpin	CARRIED
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THAT, the Full Authority approve the list of Year-End Motions contained in Report FA 102/2023.

Report FA 103/2023 – Strategic Plan 2024-2034, was presented, discussed, and resolved.

<u>Motion # 122/2023</u>	M. Halpin	S. Lewis	CARRIED
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THAT, the Full Authority approve the changes to the draft 2024-2034 Strategic Plan as presented in Report FA 103/2023; and further,

THAT, staff provide a completed 2024-2034 Strategic Plan for approval at the January 2024 Personnel and Finance Committee meeting.

Report FA 93/2023 –2023 Conservation Areas Workshop, was presented, discussed, and resolved.

<u>Motion # 123/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, Reports FA 104/2023 & 105/2023, 2023 CA Workshop, be received as information at this time.

GENERAL MANAGERS REPORT:

- Attended a CA Natural Asset Management Planning Workshop at Toronto Region Conservation Authority. Natural Asset Management is the use of natural resources or ecosystems to provide services. Not only does it save money, but encourages sustainability and investment in our environment. Including natural assets in asset management processes provides an integrated approach to maintaining or enhancing the natural assets in a community. Considering natural assets within asset management processes, can decrease capital, operations, and maintenance costs; increase levels of service; and enhance our ability to adapt to climate change all while protecting or enhancing the mass benefits that natural assets bring to the watershed.
- Held a staff meeting to discuss the 2023 Operating Season, both efficiencies and deficiencies, and introduced staff to the RACI concept (Responsible, Accountable, Consulted, Informed). I believe this acronym can change our processes when working on fulfilling projects or grants. It defines roles and responsibilities and eliminates overlap.

- Attended a zoom meeting and provided an overview in regard to the Community Services Recovery Fund. The grant was used to obtain our internet tower, new phone system, new sign including LED display board for the Administration Office, and video surveillance equipment for our gatehouses. Currently almost all of the grant components are complete.
- Completed the Dam Operations Manual and Asset Management Plan for Springwater Dam. Both documents were required under O. Reg. 686/21: MANDATORY PROGRAMS AND SERVICES that states an authority must develop and implement an operational plan and asset management plan on or before December 31, 2024.
- Attended a virtual Watershed Based Resource Management Workshop. CA's across the Province gathered both virtually and in Kingston to discuss challenges and the path forward in regard to the mandatory WBRMS deliverable.
- Attended a site tour of the VW Battery Plant with Gerrit Kremers Resource Planning Coordinator and Nathan Bokma Senior Project Manager – Industrial Development for the City of St Thomas. Staff were given a full overview of the site via digital maps to understand the layout and configuration. We then toured the site physically. Stormwater and Drainage reviews will be studied soon and consultation will occur. The General Manager also inquired into what Environmental Offsets may be available down the road as roughly 2/3 of the site is in our watershed.
- Reviewed all Strategic Plan survey answers as they came in. The general population was happy with what we are doing and the plan we have created to guide us into the future. Once complete it will be a major component of the WBRMS. The survey closed officially on November 24, at 4pm.
- Prepared for the November 2023 Personnel and Finance and Land Management Meetings and December Full Authority Meeting.
- Continual meetings, workshops and webinars in regard to the Ontario Regulation 686/21 Mandatory Deliverables. Working groups have been created to establish templates so there is consistency among the 36 CA's.
- Started researching the historical heritage designation for the Springwater Schoolhouse and how we go about getting work done or what work is allowed to be done etc. without a heritage committee meeting as it will require a new roof as soon as possible.

<u>Motion # 124/2023</u>	A. Oslach	S. Lewis	CARRIED
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THAT, the Correspondence Registers for November, 2023, be noted and filed.

<u>Motion # 125/2023</u>	S. Lewis	A. Oslach	CARRIED
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THAT, the Full Authority adjourn to Closed Session at 10:26 a.m.

<u>Motion # 126/2023</u>	A. Oslach	M. Halpin	CARRIED
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THAT, the Full Authority rise without report at 10:33 a.m.

Motion # 127/2023

M. Halpin

A. Oslach

CARRIED

THAT, the Minutes of Personnel/Finance Committee Meeting #PF02/2023 (November 30, 2023), be adopted as circulated.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be The Annual General Meeting held on Thursday, February 22, 2024, commencing at 2:00 p.m.


Motion # 128/2023

A. Oslach

S. Lewis

CARRIED

THAT, the Full Authority be terminated at 10:36 a.m.



General Manager / Secretary –Treasurer



Authority Chairperson