

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

**Wednesday, March 27, 2024**

**Meeting #02/2024**

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

**ABSENT:**

Scott Lewis	Member	Township of Malahide
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 (10:05 a.m.).

**ADOPTION OF AGENDA:**

<u>Motion # 12/2024</u>	M. Halpin	G. Clarke	CARRIED
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THAT, the Agenda for the March 27, 2024, 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 # 13/2024                      G. Clarke                      M. Halpin                      CARRIED

THAT, the Minutes of Full Authority Meeting #01/2024 (February 27, 2024), be adopted as circulated.

Motion # 14/2024                      G. Clarke                      M. Halpin                      CARRIED

THAT, the Minutes of Health & Safety Committee Meeting #01/2023 (September 13, 2023), be adopted as circulated.

Motion # 15/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the Minutes of Interview Committee Meeting #01/2024 (February 9, 2024), be adopted as circulated.

Motion # 16/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the Minutes of Interview Committee Meeting #02/2024 (February 14, 2024), be adopted as circulated.

Motion # 17/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the Minutes of Special Meeting #01/2024 (February 26, 2024), 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 01 to FA 04/2024 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 18/2024                      M. Halpin                      G. Clarke                      CARRIED

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

Report FA 05/2024 – January & February Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 19/2024                      G. Clarke                      M. Halpin                      CARRIED

THAT, Report FA 05/2024 (January & February Summary of Revenue and Expenditures), be noted and filed.

Report FA 06/2024 – Accounts Paid, was presented, discussed, and resolved.

Motion # 20/2024                      G. Clarke                      M. Halpin                      CARRIED

THAT, Accounts Paid totaling \$145, 668.16 be approved as presented in Report FA 06/2024.

Report FA 07/2024 – 2024 Budget Levy was presented, discussed, and resolved.

Motion # 21/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the 2024 Catfish Creek Conservation Authority Budget totalling \$1, 766, 342.24, be adopted as presented; and further;

THAT, the 2024 Municipal General Levy in the amount of \$442, 474.36, be adopted as presented.

Member's Name	Municipality	CVA Apportionment %	Yes	No
Scott Lewis	Township of Malahide	36.8620%		
Morgaine Halpin	Municipality of Central Elgin	27.9653%	X	
Arthur Oslach	Town of Aylmer	25.5975%		
Gary Clarke	City of St. Thomas	6.1215%	X	
Paul Buchner	Township of South-West Oxford	3.4537%	X	

Report FA 08/2024 – CCCA Committees, was presented, discussed, and resolved.

Motion # 22/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the Full Authority approve the Committee appointments for the year 2024 as presented in Report FA 08/2024.

Report FA 09/2024 – (ERO) postings affecting Conservation Authorities, was presented, discussed, and resolved.

Motion # 23/2024                      G. Clarke                      M. Halpin                      CARRIED

THAT, Report FA 09/2024 presented to the Full Authority providing details of recent legislative and regulatory changes (Conservation Authorities Act and Ontario Regulation 41/24) be received for information; and further;

THAT, the CCCA Board of Directors support the timelines for the implementation of policy, guidelines, and procedural documents and the transition procedures and guidelines.

Report FA 10/2024 – Designation of Provincial Offences Officers, was presented, discussed, and resolved.

Motion # 24/2024

G. Clarke

M. Halpin

CARRIED

THAT, the Board of Directors re-designate (Ronald) Dusty Underhill, Gerrit Kremers, and Al Bradford as Provincial Offences Officers, under relevant Regulation, to enforce Section 28 and Section 20 of the Conservation Authorities Act on behalf of the Catfish Creek Conservation Authority.

Report FA 11/2024 –Recommendation for Delegation of Powers related to Permit Issuance, Cancellation and Hearings, was presented, discussed, and resolved.

Motion # 25/2024

G. Clarke

M. Halpin

CARRIED

THAT, staff suggest to the Board of Directors that the above recommendations be endorsed appropriately delegate powers related to permit issuance, cancellation, hearings to adhere to Section 28.4 of the Conservation Authorities Act and the April 1, 2024 deadline.

Report FA 12/2024 –CCCA Section 28 Notification and Permitting Form Update, Cancellation and Hearings, was presented, discussed, and resolved.

Motion # 26/2024

M. Halpin

G. Clarke

CARRIED

THAT, the Catfish Creek Conservation Authority Section 28 Notification and Permitting Forms be approved by the Full Authority; and further;

THAT, the updated Section 28 Notification and Permitting Forms for the Catfish Creek Conservation Authority attached to Report FA 12/2024, be adopted as presented.

Report FA 13/2024 –Path of Honour Maintenance Agreement, was presented, discussed, and resolved.

Motion # 27/2024

M. Halpin

G. Clarke

CARRIED

THAT, the Full Authority renew the Path of Honour Maintenance Agreement between the Catfish Creek Conservation Authority and the Path of Honour Committee for another two (2) year term.

Report FA 14/2024 –Ministry of Natural Resources and Forestry (MNRF) Research Request, was presented, discussed, and resolved.

Motion # 28/2024

M. Halpin

G. Clarke

CARRIED

THAT, the Full Authority approve the Research Permit for MNRF as outlined in Report FA 14/2024.

## GENERAL MANAGERS REPORT:

- Final report from Pat Prodonavic was shared with the board of directors in regard to the updated flood line mapping for the village of Port Bruce. Upon final consent from MNRF, studied will be published online and provided to Malahide Township and The County of Elgin.
- Assisted staff in an array of grant proposals to assist with infrastructure upgrades within the Springwater Campground.
- Assisted staff with a grant application to create a watershed wide hydrologic model to assist in flood forecasting and warning.
- Continual work on the Watershed Based Resource Management Strategy, a draft is just about completed for Public Consultation. Most of the month of February was utilized to create the document and make sure it meets the requirements of the Regulation 686/21.
- Completion of Annual General Meeting, and materials etc. presented within.
- Completed the FHIMP final reporting requirements for the updated flood line mapping study.
- Discussed meeting with the OPC Path of Honor committee to renew existing two-year maintenance agreement, and discuss working day requirements such as new trees, path maintenance etc.
- New 41/24 and Section 6 of Section 28 Regs. were released with the Province giving us just five weeks to comply. With an April 1<sup>st</sup> deadline staff worked diligently to assure compliance and completed all necessary requirements within the timeframe they received.
- Completed the annual insurance renewal for 2024/ 2025, rates were budgeted appropriately as increases have been between the 10%-20% range annually in the Province of Ontario regardless of business or sector.
- Completed the Annual Statistical Survey for Conservation Ontario.
- Provided updates in regard to membership with Conservation Ontario.
- Attended the Long Point Littoral Cell meetings in regards to a grant proposal/ submission to allow sediments to travel barrier free down the entirety of the North Shore.
- Booked the Kingbridge Center to attend a June in person General Managers meeting.
- Assisted in the completion of the Annual Report for submission and printing.

Motion # 29/2024

M. Halpin

G. Clarke

CARRIED

THAT, the Correspondence Registers for January and February, 2024, be noted and filed.

Motion # 30/2023

G. Clarke

A. Oslach

CARRIED

THAT, the Full Authority adjourn to Closed Session at 10:41 a.m.

Motion # 31/2024

M. Halpin

A. Oslach

CARRIED

THAT, the Full Authority rise without report at 10:58 a.m.

Motion # 32/2024

M. Halpin

G. Clarke

CARRIED

THAT, the Board of Directors recommend obtaining Cyber Insurance and renewing the 2024, 2025 Insurance Policy with Reith and Associates, and further;

THAT, the General Manger bring a recommendation report back to the April 2024 Full Authority meeting in regard to obtaining the proper coverage and prioritizing our future insurance needs.

**NEXT MEETING / TERMINATION:**

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, April 11, 2024, commencing at 10:00 a.m.

Motion # 33/2024

M. Halpin

G. Clarke

CARRIED

THAT, the Full Authority be terminated at 10:59 a.m.

  
General Manager / Secretary –Treasurer

  
Authority Chairperson