

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

Thursday, April 11, 2024

Meeting #03/2024

PRESENT:

Paul Buchner	Chairperson	Township of South-West Oxford
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	Communications/Program Support Assistant

ABSENT:

Scott Lewis	Member	Township of Malahide
Morgaine Halpin	Vice-Chairperson	Municipality of Central Elgin

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 # 34/2024</u>	G. Clarke	A. Oslach	CARRIED
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THAT, the Agenda for the April 11, 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 # 35/2024 A. Oslach G. Clarke CARRIED

THAT, the Minutes of Full Authority Meeting #02/2024 (March 27, 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 15 to FA 18/2024 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 36/2024 G. Clarke A. Oslach CARRIED

THAT, Staff Reports FA 15 to FA 18 for the month of January and February, be noted and filed.

Report FA 19/2024 – March Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 37/2024 A. Oslach G. Clarke CARRIED

THAT, Report FA 19/2024 (March Summary of Revenue & Expenditures), be noted and filed.

Report FA 20/2024 – Employee Group Benefits Plan, was presented, discussed, and resolved.

Motion # 38/2024 G. Clarke A. Oslach CARRIED

THAT, the Full Authority renew its 2024 – 2025 Employee Group Benefits Plan with Sun Life Financial through Dorbar Employee Benefits and Insurance Solutions effective May 1st, 2024.

Report FA 21/2024 – Amendment to Class EA for Flood/Erosion Control Structures was presented, discussed, and resolved.

Motion # 39/2024 A. Oslach G. Clarke CARRIED

THAT, the Board of Directors receive Report No. FA 21 / 2024 as information.

Report FA 22/2024 – Insurance Recommendation Report, was presented, discussed, and resolved.

Motion # 40/2024 G. Clarke A. Oslach CARRIED

THAT, the Board of Directors support an increase to Crime, Employee Dishonesty from \$10,000 to either \$25,000, \$98 Additional Annual Premium - \$500 Total Annual Premium or; \$50,000 - \$523 Additional Annual Premium, \$925 Total Annual Premium; and further,

THAT, the Board of Directors direct staff to obtain quotes from certified appraisers in regard to ensuring adequate coverage on all of CCCA's structures; and further,

THAT, the Members approve the above recommendations noted and detailed in Report FA 22 / 2024, provided by Dan Reith from Reith & Associates Insurance and Financial Services Limited.

Report FA 23/2024 –Approved Section 28 Regulations was presented, discussed, and resolved.

Motion # 41/2024

A. Oslach

G. Clarke

CARRIED

THAT, the Full Authority receive the staff approved Section 28 Regulation Applications Report FA 23/2024.

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.

GENERAL MANAGERS REPORT:

- Completed a draft Watershed Based Resource Management Strategy. As soon as all of our updated watershed plans are completed I can link them to the document and seek draft Board approval. After draft approval the WBRMS will be released for public consultation. Gerry Richer is assisting me in Indigenous Engagement and finding contacts.
- Continual efforts assisting staff to update current documents, mapping etc. in regard to the new Ontario Regulation 41/24 which comes into effect April 1, 2024. Communication updates were provided to our member municipalities and board approval was sought in regard to all applicable changes. Re-appointment of Officers also has to occur under the new legislation.
- Attended an MNRF debrief in regard to O. Reg. 41/24 where Provincial guidance was given to all CA's in regard to fulfilling all requirements by the April 1, 2024 deadline.
- Completed the Authorities annual insurance renewal.
- Reviewed and had consultation with Greg Newton from Dorbar Employee Benefits and Insurance Solutions in regards to our annual staff benefit plan renewal.
- Attended four (4) O.Reg. 41/24 meetings with CA staff, CO and General Managers to discuss next steps, things to do, and how things are going throughout the very limited timeframe we were dealt.
- Completed all necessary documents and reports required for the April Full Authority and April 2024 Source Protection Authority meeting.

- Started pulling information together in regard to the mandatory Conservation Areas Strategy which is due December 31, 2024.
- Submitted the Audited Financial Statements for 2022 to the MECP. It is a legislative requirement to submit to the province within 60 days of receiving it.
- Assisted staff with numerous grant applications.
- Arranged a meeting with staff at the Ontario Police College to address the 2024 work day. The CCCA works in conjunction with the OPC with the Memorial Path of honor. Every year a maintenance day is conducted and dead trees etc. are removed and replaced. Trees are also planted for any officer provincially who has lost their life in the line of duty.
- Completed the Section 39 Year End Report for Provincial Fiscal 2023-24 funding.

Motion # 42/2024

G. Clarke

A. Oslach

CARRIED

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

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, May 9, 2024, commencing at 10:00 a.m.

Motion # 43/2024

A. Oslach

G. Clarke

CARRIED

THAT, the Full Authority be terminated at 10:57 a.m.



General Manager / Secretary –Treasurer



Authority Chairperson