

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

**Thursday, February 20th, 2025**

**Meeting #01/2025**

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The 74th Annual General Meeting of the Catfish Creek Conservation Authority was held at the Aylmer Old Town Hall.

**PRESENT:**

Paul Buchner	Chairperson	Township of South-West Oxford
Morgaine Griffin	Vice-Chairperson	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer

**STAFF:**

Dusty Underhill	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Gerrit Kremers	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Brittany Bell	Communications/Program Support Assistant
Al Bradford	Conservation Areas Supervisor
Thom Polland	Conservation Areas Assistant
Noah Pineau	Field Technician
Jennifer McDaniel	Customer Services Outreach Clerk

**ABSENT:**

Gary Clarke	Member	City of St. Thomas
Scott Lewis	Member	Township of Malahide

**GUESTS:**

Loretta Vaughan	EHTC
Richard Wright	CCCA Supporter
Gerry Richer	Past CCCA Chairperson
Mary Anne McMullen	CCCA Supporter
Brenda Longhurst	CCCA Supporter
Adam Bengen	Environmental Leadership Program
Kim Dresden	CCCA Supporter
Trey Sawlor	CCCA Supporter
Tony Difazio	CCCA Supporter
Blake Underhill	CCCA Supporter
Katheryn Desrosier	Town of Aylmer
Elizabeth Sebestyen	West Elgin Nature Club
Janet Witmer	West Elgin Nature Club
Shelley Smith	West Elgin Nature Club
Graham Warwick	West Elgin Nature Club
Wendall Graves	CCCA Supporter
Ron Casier	Canadian Chestnut Council
Becky Simons	CCCA Supporter

DianeLynn Ayotte  
Rudy Pilz  
Teri Widner  
Mark Widner  
Al Sharpe  
Diane Dobson  
Al Hurst  
Cathy Brooks  
Jack Couckuyt  
Kim Smale  
Tam Beharrell  
Elizabeth VanHooren

Nicole Widner  
Mark Widner  
Toniette Giesbrecht  
Tim Kelly  
Adam Shoalts  
Rhyan Hewbank  
George Clemminshaw  
Sally Martyn  
Dan Dale  
Rick Cerna

ALUS Elgin  
ALUS Elgin  
CCCA Supporter  
Township of Malahide  
CCCA Supporter  
CCCA Supporter  
CCCA Supporter  
CCCA Supporter  
Town of Aylmer  
Past CCCA General Manager  
CCCA Supporter  
Kettle Creek Conservation Authority General  
Manager  
CCCA Supporter  
Award Recipient  
CCCA Supporter  
Canada Life  
Guest Speaker  
Scholarship Recipient  
Past CCCA Chairperson  
Past CCCA Chairperson  
Past CCCA Chairperson  
Past CCCA Chairperson

#### **WELCOME / CALL TO ORDER:**

Chairperson Buchner welcomed everyone and called the meeting to order at (1:00 p.m.).

#### **ADOPTION OF AGENDA:**

<u>Motion # 01/2025</u>	M. Griffin	A. Oslach	CARRIED
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THAT, the Agenda for the Annual General 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.

#### **INTRODUCTIONS:**

Chairperson Buchner introduced the Catfish Creek Conservation Authority Board of Directors, Staff, and Special Guests in attendance.

#### **CHAIRPERSON'S MESSAGE:**

Chairperson Buchner presented the Annual Chairperson's Message to the audience. A condensed version is included on the first page of the 2024 Annual Report.

## **ADOPTION OF MINUTES:**

Motion # 02/2025                      A. Oslach                      M. Griffin                      CARRIED

THAT, the Minutes of Full Authority Meeting #10/2024 (December 12, 2024), be accepted as circulated.

Motion # 03/2025                      M. Griffin                      A. Oslach                      CARRIED

THAT, the Minutes of Personnel / Finance Committee Meeting PF#01/2025 (January 30, 2025), be adopted and circulated.

Motion # 04/2025                      M. Griffin                      A. Oslach                      CARRIED

THAT, the Minutes of Full Authority Special Meeting #SPO01/2025 (February 5, 2025) be accepted as circulated.

## **BUSINESS ARISING FROM MINUTES:**

No one reported any outstanding business to discuss from the previous Minutes.

## **ANNUAL REPORT PRESENTATION:**

The General Manager / Secretary-Treasurer presented the 2024 Annual Report and provided a brief summary of each section in the report. He thanked the community for their support and involvement with the CCCA over the past year. He also thanked the staff from the CCCA and Board for their efforts in 2024.

Motion # 05/2025                      A. Oslach                      M. Griffin                      CARRIED

THAT, the 2024 Annual Report be adopted as presented.

## **2024 AUDITED FINANCIAL STATEMENTS:**

Jennifer Buchanan, Partner at Graham Scott Enns LLP Chartered Accountants presented the 2024 Financial Statements and Auditor's Report for the Catfish Creek Conservation Authority.

Ms. Buchanan stated that the Financial Statements present fairly, in all material respects, the statement of financial position of the CCCA as at December 31, 2024, and the statements of operations and accumulated surplus, changes in net assets, and cash flow for the year then ended in accordance with Canadian accounting standards for public sector entities.

The audience was advised that full copies of the Financial Statements are available at the CCCA Office and on the CCCA website upon request.

Motion # 06/2025                      A. Oslach                      M. Griffin                      CARRIED

THAT, the Financial Statements of the Catfish Creek Conservation Authority and Audit Findings Letter prepared by Graham Scott Enns LLP, as at December 31, 2024, be adopted as circulated.

## **OTHER BUSINESS:**

Motion # 07/2025

M. Griffin

A. Oslach

CARRIED

THAT, the Full Authority appoint the firm Graham Scott Enns LLP Professional Accountants as the Authority's Auditor until the next Annual General Meeting in February 2026; and further,

THAT, the Full Authority appoint Canadian Imperial Bank of Commerce, Aylmer Branch as the Authority's financial institution until the next Annual General Meeting in February 2026; and further,

THAT, the Full Authority appoint Elgin County Legal Services as the Authority's Solicitor to deal with matters of litigation until the next Annual General Meeting in February 2026; and further,

THAT, the Full Authority appoint Mark Coombes, Bowsher + Bowsher as the Authority's Solicitor to deal with matters of real estate until the next Annual General Meeting in February 2026.

Motion # 08/2025

A. Oslach

M. Griffin

CARRIED

THAT, the Catfish Creek Conservation Authority be authorized to borrow, on an interim basis, a sum or sums not exceeding in the aggregate \$200,000.00 from the Authority's bank at the said bank's minimum lending rate established from time to time, until the Authority has received payment of levies from member municipalities; and further,

THAT, the Chairperson or Vice-Chairperson together with the General Manager / Secretary-Treasurer are hereby authorized to execute for and on behalf of the Authority, a promissory note or notes for the sum to be borrowed pursuant to this Resolution and to affix thereto the corporate seal of the Authority, and further,

THAT, Susan Simmons, Financial Services Coordinator, be assigned with signing authority for payroll items and utility accounts.

## **STUDENT SCHOLARSHIP AWARD:**

Member Griffin presented the 23rd Annual Catfish Creek Conservation Authority Scholarship Award to Rhyann Hewbank. He plans to continue his post-secondary education in the field of Arboriculture at Algonquin College in Pembroke.

## **CONSERVATION AWARD:**

Rick Cerna was called upon to present the Conservation Award to the Brandon Widner in recognition of his continued conservation and restoration efforts on his farm located in the Municipality of Central Elgin. Mr. Widner has undertaken several environmental projects on his property including the creation of a wetland, along with multiple streambank stabilization projects. Mr. Widner has begun the practice of no-till farming, in conjunction with seeding cover crops to assist in soil conservation and reduce sedimentation into East Catfish Creek.

**TERMINATION:**

Motion # 09/2025

M. Griffin

A. Oslach

CARRIED

THAT, the Annual General Meeting of the Catfish Creek Conservation Authority be terminated at (3:31 p.m.).



General Manager / Secretary –Treasurer



Authority Chairperson