

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

Thursday, February 22nd, 2024

Meeting #01/2024

The 73rd Annual General Meeting of the Catfish Creek Conservation Authority was held at the East Elgin Community Complex.

PRESENT:

Paul Buchner	Chairperson	Township of South-West Oxford
Morgaine Halpin	Vice-Chairperson, 2023	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer
Scott Lewis	Member	Township of Malahide

STAFF:

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

ABSENT:

Gary Clarke	Member	City of St. Thomas
Brittany Bell	Communications/Program Support Assistant	

GUESTS:

Murray Alward	CCCA Supporter
Adam Bengen	Environmental Leadership Program - EESS
Jennifer Buchanan	Graham Scott and Enns
Ron Casier	Canadian Chestnut Council
Angela Coleman	Conservation Ontario
Andy Grozelle	Town of Aylmer
Tim Kelly	CCCA Supporter
Ed Ketchabaw	Elgin County
Betsy McClure	Kettle Creek Conservation Authority
Rob Perry	Aylmer Express
Al Hurst	St. Thomas Field Naturalist Club
Rick Cerna	Township of Malahide
Kathryn Desrosiers	Town of Aylmer
Pete Barbour	Town of Aylmer
Mark Widner	Township of Malahide
Al Sharpe	St. Thomas Field and Naturalist Club
Daniel Cole	CCCA Supporter
Al Bradford, Sr.	CCCA Supporter

Makaela Gilbert
Alan Wall
Michael Gilbert
Steven McCardy
Gordon Chinnick
Elizabeth Vanhooren
Kim Smale
Jamie Chapman

Winner of the CCCA Student Award
CCCA Supporter
Parent of Student Scholarship Winner
CCCA Supporter
Canadian Chestnut Council
Kettle Creek Conservation Authority
CCCA Supporter
Town of Aylmer

WELCOME / CALL TO ORDER:

Chairperson Buchner welcomed everyone and called the meeting to order at (2:00 p.m.).

ADOPTION OF AGENDA:

Motion # 1/2024 M. Halpin S. Lewis CARRIED

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 2023 Annual Report.

ADOPTION OF MINUTES:

Motion # 2/2024 S. Lewis M. Halpin CARRIED

THAT, the Minutes of Full Authority Meeting #10/2023 (December 14, 2023), be accepted as circulated.

Motion # 3/2024 S. Lewis M. Halpin CARRIED

THAT, the Minutes of Personnel / Finance Committee Meeting PF#01/2024 (January 25, 2024), be adopted and 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 2023 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 2023.

Motion # 4/2024 M. Halpin A. Oslach CARRIED

THAT, the 2023 Annual Report be adopted as presented.

2023 AUDITED FINANCIAL STATEMENTS:

Jennifer Buchanan, Partner at Graham Scott Enns LLP Chartered Accountants presented the 2023 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, 2023, 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 # 05/2024 S. Lewis M. Halpin 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, 2023, be adopted as circulated.

ELECTION OF OFFICERS:

Mark Widner announced that he would be conducting the elections for Chairperson and Vice-Chairperson for the year 2024.

Mr. Widner reviewed the election procedures and declared all offices vacant. He then read the names of the current members eligible to vote and asked for the appointment of two (2) scrutineers in the event of an election.

Motion # 06/2024 A. Oslach S. Lewis CARRIED

THAT, Susan Simmons and Dusty Underhill act as scrutineers in the event of an election; and further,

THAT, the scrutineers distribute ballots to the eligible voting members, tabulate and report the results of the vote, and destroy all ballots.

Mr. Widner called for nominations for the position of Chairperson of the CCCA for 2024.

Arthur Oslach nominated Paul Buchner.

Nominations for the position of Chairperson were called for a second and third time.

Motion # 07/2024 A. Oslach S. Lewis CARRIED

THAT, nominations for the position of Chairperson be closed.

Paul Buchner was named Chairperson for 2024.

Mr. Widner called for nominations for the position of Vice-Chairperson of the CCCA for 2024.

Scott Lewis nominated Morgan Halpin.

Mr. Widner called for nominations a second and third time.

Motion # 08/2024 A. Oslach M. Halpin CARRIED

THAT, nominations for the position of Vice-Chairperson be closed.

Morgaine Halpin was named Vice-Chairperson for 2024.

Paul Buchner assumed the Chair to continue the meeting.

OTHER BUSINESS:

Motion # 09/2024 A. Oslach S. Lewis 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 2025; 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 2025; and further,

THAT, the Full Authority appoint Nicholas Loeb, Elgin County Solicitor as the Authority's Solicitor to deal with matters of litigation until the next Annual General Meeting in February 2025; 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 2025.

Motion # 10/2024 A. Oslach S. Lewis 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 Lewis presented the 22nd Annual Catfish Creek Conservation Authority Scholarship Award to Makaela Gilbert. She plans to continue her post-secondary education in the field of Ecological Restoration which is a joint program with Fleming College and Trent University.

CONSERVATION AWARD:

Member Halpin was called upon to present the Conservation Award to the Canadian Chestnut Council in recognition of their continued conservation and restoration efforts of the American Chestnut. Through the efforts of the council members, Catfish Creek Conservation Authority has been able to include the restoration of the American Chestnut into the management of authority owned lands. The Yarmouth Natural Heritage Area, the Springwater Forest, and the Archie Coulter Conservation Area are all Conservation Areas within our watershed which were chosen as selected sites by the Canadian Chestnut Council for restoration works. In addition to the plantings on authority owned lands, numerous large plantings have also occurred within the Catfish Creek Conservation Authority jurisdictional boundary on private lands. The Catfish Creek Conservation Authority has and will continue to support the efforts of the Canadian Chestnut Council

TERMINATION:

Motion # 11/2024

M. Halpin

A. Oslach

CARRIED

That, the Annual General Meeting of the Catfish Creek Conservation Authority be terminated at (3:00 p.m.).



General Manager / Secretary –Treasurer



Authority Chairperson