



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of August 5, 2020**  
**Approved September 2, 2020**

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Members present: Dave Beres, Robert Chambers, Michael Columbus, Valerie Donnell, Roger Geysens, Tom Masschaele, Stewart Patterson, John Scholten and Peter Ypma  
Regrets: Kristal Chopp and Ken Hewitt  
Staff present: Judy Maxwell, Aaron LeDuc, Lorrie Minshall, Ben Hodi, Leigh-Anne Mauthe and Dana McLachlan

## **1. Welcome and Call to Order**

The meeting was called to order at 6:30 p.m., Wednesday, August 5, 2020.

## **2. Additional Agenda Items**

### **A-62/20**

Moved by P. Ypma

Seconded by D. Beres

*That the Board of Directors add "Draft Enclosed Public Spaces Face Mask Covering Policy" under New Business as item (k); "New Applications" under Development Applications as item (c) to the agenda;*

*And,*

*That item (f) "Deer Creek Dam Lift Chamber Report" be withdrawn from the agenda.*

*And,*

*That item (c) "Christmas Operating Schedule" be moved to item (i) and item (i) "Campground Operations" be moved to item (c).*

## **3. Declaration of Conflicts of Interest**

None declared.

## **4. Minutes of Previous Meetings**

### **A-63/20**

Moved by J. Scholten

Seconded by T. Masschale

*That the minutes of the Board of Directors Meeting held June 3, 2020 be adopted as circulated.*

**CARRIED**

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### **FULL AUTHORITY COMMITTEE MEMBERS**

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## 5. Business Arising

There was no business arising.

## 6. Correspondence

- a) Haldimand County Re: Support for Conservation Authorities
- b) Long Point World Biosphere Reserve Re: New Brochures

The General Manager noted that LPRCA has four of the 20 Amazing Places listed in the brochure: Backus Heritage Conservation Area, Deer Creek Conservation Area, Joe Csubak Viewing Area, and Sutton Conservation Area.

### **A-64/20**

Moved by V. Donnell

Seconded by J. Scholten

*That the correspondence outlined in the Board of Director's Agenda of August 5, 2020 be received as information.*

**CARRIED**

## 7. New Business

### **a) Completion of The 2019/20 LPRCA Riverine Flood Hazard Mapping Update**

Matthew Senior, M.A.Sc., P.Eng., Associate Water Resources Engineer, Wood Environment and Infrastructure presented an overview of the purpose of the study and the approach used, and the outcomes.

The existing mapping used by LPRCA was completed between 1975 and 1985. There have been many notable advances in mapping technology since that time.

B. Hodi provided the history and timeline of the project noting the tight timelines as required by the National Disaster Mitigation Program requirements.

The project was undertaken with collaboration and consultation from municipal staff, the public and stakeholder groups.

Next steps were outlined and it was noted that, once approved, the mapping will be made available to municipal planning departments throughout the watershed.

Board members discussed other potential uses for the updated mapping and the and the impacts to special interest groups.

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**A-65/20**

Moved by D. Beres

Seconded by T. Masschaele

*That the 2020 LPRCA Riverine Flood Hazard Mapping prepared by Wood Environment & Infrastructure Solutions be approved for use as the guiding document in the administration of LPRCA's Section 28 regulation (Ontario Regulation 178/06) and with matters under the Planning Act in the study areas.*

*And That amendments to LPRCA's Ontario Regulation 178/06 mapping be made to incorporate the revisions to the floodplain and associated regulated allowance.*

**CARRIED**

**b) General Manager's Report**

As of August 4<sup>th</sup>, all staff are back working in the administrative office and following the updated protocol to minimize the spread of COVID-19.

J. Maxwell was recently advised of a potential property donation. The forestry department has surveyed the property and is preparing a report to be presented to the Land Acquisition Committee shortly.

B. Good applied for COVID emergency funding through the Department of Canadian Heritage Museum Assistance Program. The funding is to help with the care of heritage collections and LPRCA is eligible to receive up to \$16,000

The new organizational structure was announced: Lorrie Minshall, Interim Manager of Watershed Services, will be retiring at the end of the month, and Ben Hodi will replace Lorrie as the Manager of Watershed Services; Leigh-Anne Mauthe and Debbie Thain have been promoted to the new positions of Supervisor of Planning and Supervisor of Forestry respectively; Brandon Good successfully completed Conservation Authority Compliance Training and has been promoted to the new position of Superintendent of Conservation Areas.

**A-66/20**

Moved by P. Ypma

Seconded by R. Geysens

*That the LPRCA Board of Directors receives the General Manager's Report for June and July 2020 as information.*

**CARRIED**

**c) Campgrounds Operations**

A. Leduc reviewed the staged opening of the parks, staffing and additional protocols added this year due to the pandemic.

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On July 10, LPRCA opened two of the five conservation areas, Backus and Waterford, to overnight camping.

On July 18, LPRCA opened day-use (parking) sites at three of the five parks; Backus and Waterford have 30 available sites each, and Deer Creek opened with 35 available sites which has been increased to 50 sites.

A. LeDuc also provided the financial impact of the campground operations to the budget.

**A-67/20**

Moved by J. Scholten

Seconded by T. Masschaele

*That the LPRCA Board of Directors receives Campgrounds Operations report as information.*

**CARRIED**

**d) 2<sup>nd</sup> Quarter Financial Report**

A. LeDuc reviewed the overall financial picture to June 30, 2020.

As noted earlier, campground revenues are projected to be severely reduced.

Staff are confident that the forestry revenue budget will be attained.

The overall outlook is more positive than after the first quarter, but annual revenues will miss the budget target. Management will continue to monitor the financial operations and will take action to mitigate further potential risks if required.

J. Maxell provided an update and projection on the outstanding capital projects as requested by the Chair. Due to the pandemic, some of the projects will have to be deferred.

**A-68/20**

Moved by P. Ypma

Seconded by R. Geysens

*That the LPRCA Board of Directors receives the 2<sup>nd</sup> Quarter 2020 Budget Performance Report for the period up to and including June 30<sup>th</sup>, 2020 as information.*

**CARRIED**

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### **e) Norwich Dam Safety Review Tender**

Norwich Dam is one of 13 water control structures owned by LPRCA. It is approximately 50 years old and its condition is typical for its age.

A visual inspection by Riggs Engineering identified some potential concerns including a recommendation for a Dam Safety Review.

A Request for proposal was issued and seven firms responded. Staff evaluated the proposals and, after contacting references, recommended D.M. Wills Associates Limited.

#### **A-69/20**

Moved by J. Sholten

Seconded by S. Patterson

*That the LPRCA Board of Directors accepts the proposal submitted by D.M. Wills Associates Limited for engineering services to undertake a Dam Safety Review of the Norwich Dam at a cost of \$79,625.00 (excluding applicable taxes) plus \$8,000.00 for provisional contingency items.*

**CARRIED**

### **f) Deer Creek Dam Lift Chamber Report**

The report was withdrawn.

### **g) Timber Tender LP-328-20 Tarcza-Robets-Hird Tract Block 1**

Three bids were received by the deadline and the winning bid was over the expected bid range. Staff recommended the tender be awarded to the highest bidder.

With this bid, the Public Forestry Department has exceeded the 2020 revenue target of \$300,000.

#### **A-70/20**

Moved by P. Ypma

Seconded by V. Donnell

*That the LPRCA Board of Directors accepts the tender submitted by Townsend Lumber Inc. for marked standing timber at the Tarzca-Roberts-Hird Tract – Block #1– LP-328-20 for a total tendered price of \$131,275.*

**CARRIED**

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## **h) EBR Response to Proposed Water Taking Regulation Amendments**

The proposed amendments to the Water Taking and Transfer Regulation (O. Reg. 387/04) include the removal of the High Water Use Area designation for the Long Point Region watershed that was enacted in 2004.

Public comments were solicited and a response was submitted by LPRCA generally supporting the proposed amendments.

### **A-71/20**

Moved by T. Masschaele  
Seconded by R. Geysens

*That the LPRCA Board of Directors receives the report for information on LPRCA's response to the MECP Proposal Paper, Updating Ontario's Water Quantity Framework.*

**CARRIED**

## **i) Christmas Operating Schedule**

The operating schedule over the Christmas holiday will be different from years past. The office will close early on December 24<sup>th</sup>, reopen December 29<sup>th</sup> to 30<sup>th</sup>, close December 31<sup>st</sup>, and reopen January 4<sup>th</sup>.

Staff will be given the option to work or take vacation on the days the office will be open.

### **A-72/20**

Moved by D. Beres  
Seconded by J. Scholten

*That the LPRCA Board of Directors closes operations (except for emergency response) on Thursday December 31, 2020: and*

*That staff working at that time be granted one complimentary day off with pay (December 31, 2020); and*

*That staff wishing to be off are required to utilize two (2) vacation days during the period or take unpaid leave - along with three statutory holidays.*

**CARRIED**

## **j) Watershed Conditions Update**

Lake Erie water levels are still near record highs, only second to last year, and are expected to remain above average into next year.

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Localized flooding and erosion continue to occur along the shoreline. The number of permit applications for shoreline and repair work continue to be high due to Lake Erie conditions.

Due to high static water levels on Lake Erie, LPRCA updated the Shoreline Conditions Statement – Lake Erie (High) Static Water Flood Outlook. Daily notices continue to be sent to municipal partners and emergency services departments who are required to respond to flooding.

This past weekend's wind event was unexpected and no warning was issued. The LPRCA Flood Duty Coordinator was in contact with emergency services and some minor flooding at Port Dover and Long Point caused by a wind shift was reported.

Overall, the inland areas have been drier than normal throughout May, June and July receiving 60-80% of the average rainfall. Watercourses across the watershed are below average and ground water levels are also low.

**A-73/20**

Moved by V. Donnell

Seconded by T. Masschaele

*That the LPRCA Board of Directors receives the watershed conditions update report as information.*

**CARRIED**

**k) Draft Enclosed Public Spaces Face Mask Covering Policy**

In preparation for opening the parks, two hundred reusable masks were ordered and distributed to all staff. All staff were encouraged to wear a mask when interacting with the public.

Since then, Norfolk County and the County of Brant passed by-laws requiring the use of face masks inside enclosed public spaces.

On July 30, 2020, a letter of instruction was issued from Southwestern Public Health to businesses in Oxford County to mandate face coverings in enclosed public spaces.

In drafting the Enclosed Public Spaces Face Mask Covering Policy, the senior management team considered the policies and instructions from the eight member municipalities, three boards of health that have jurisdiction within the watershed, and information from upper levels of government.

The Policy covers the minimum required for all areas of the watershed. In addition, there are standards and protocols in place at various locations that require additional practices.

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**A-74/20**

Moved by J. Scholten  
Seconded by V. Donnell

*THAT the LPRCA Board of Directors adopts the Enclosed Public Spaces Face Mask Covering Policy as presented.*

**CARRIED**

**8. Development Applications**

**a) Staff Approved applications**

The Planning Department approved 42 applications since the last meeting in June: LPRCA-98/20, LPRCA-99/20, LPRCA-100/20, LPRCA-101/20, LPRCA-105/20, LPRCA-106/20, LPRCA-107/20, LPRCA-108/20, LPRCA-109/20, LPRCA-110/20, LPRCA-111/20, LPRCA-112/20, LPRCA-113/20, LPRCA-114/20, LPRCA-116/20, LPRCA-117/20, LPRCA-118/20, LPRCA-119/20, LPRCA-120/20, LPRCA-121/20, LPRCA-122/20, LPRCA-124/20, LPRCA-125/20, LPRCA-126/20, LPRCA-127/20, LPRCA-128/20, LPRCA-130/20, LPRCA-132/20, LPRCA-133/20, LPRCA-135/20, LPRCA-136/20, LPRCA-137/20, LPRCA-138/20, LPRCA-139/20, LPRCA-140-20, LPRCA-141/20, LPRCA-142/20, LPRCA-143/20, LPRCA-144/20, LPRCA-145/20, LPRCA-146/20 and LPRCA-147/20.

**A-75/20**

Moved by P. Ypma  
Seconded by T. Masschaele

*That the LPRCA Board of Directors receives the Staff Approved Section 28 Regulation Applications report dated July 28, 2020 as information.*

**CARRIED**

**b) General Manager’s Delegated Authority Applications Report**

There was no meeting scheduled for July. To reduce time delays, the Board delegated authority to the General Manager to review and approve three new development applications that would have come before the board today.

**A-76/20**

Moved by D. Beres  
Seconded by R. Geysens

*That the LPRCA Board of Directors receives the General Manager Approved Section 28 Regulation Applications LPRCA-115/20, LPRCA-129/20 and LPRCA-131/20 as information.*

**CARRIED**

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c) **New applications**

The Planning Department recommended approval for one application that was submitted late last week for shoreline protection between two properties. Engineered plans have been provided to staff.

**A-77/20**

Moved by S. Patterson

Seconded by T. Masschaele

*That the LPRCA Board of Directors approves the following Development Application contained within the background section of this report:*

- A. *For Work under Section 28 Regulations, Development, Interference with Wetlands & Alterations to Shorelines and Watercourses Regulations (R.R.O. 1990 Reg. 178/06),*

*LPRCA-159/20*

- B. *That the designated officers of LPRCA be authorized to complete the approval process for this Development Application, as far as it relates to LPRCA's mandate and related Regulations.*

**CARRIED**

**A-78/20**

Moved by P. Ypma

Seconded by D. Beres

*That the LPRCA Board of Directors does now enter into a closed session to discuss:*

- Personal matters about an identifiable individual, including employees of the Authority*
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization*

**CARRIED**

Approval of closed session minutes of June 3, 2020.

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**A-79/20**

Moved by T. Masschaele

Seconded by P. Ypma

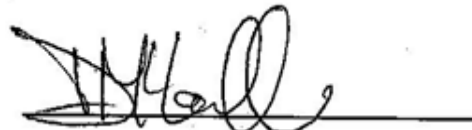
*That the LPRCA Board of Directors does now adjourn from the closed session.*

**CARRIED**

The Chair adjourned the meeting at 8:25pm.



Michael Columbus  
Chair



Dana McLachlan  
Administrative Assistant

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