



**LONG POINT REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS MINUTES – February 4, 2015**

(as approved at the Board of Directors meeting held February 27, 2015)

Members in attendance: Leroy Bartlett, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Noel Haydt, John Scholten, Tom Southwick
Staff in attendance: C. Evanitski, D. Holmes, J. Robertson, J. Maxwell, L. Minshall, C. Jacques, J. Miller, P. Gagnon and D. McLachlan
Regrets: Roger Geysens, Craig Grice, David Hayes

The LPRCA Chair called the meeting to order at 6:30 pm Wednesday, February 4, 2015 in the Tillsonburg Boardroom.

ADDITIONAL AGENDA ITEMS

None

DISCLOSURES OF INTEREST

None

DEPUTATIONS:

None

MINUTES OF PREVIOUS MEETINGS

MOTION A-16/15 moved: J. Scholten seconded: D. Brunton

THAT the minutes of the LPRCA Board of Directors Regular Meeting held January 14th, 2015, be adopted as amended.

CARRIED

BUSINESS ARISING

a) 2014 PLANNING & REGULATIONS FEE SCHEDULE

Staff presented the analysis and comparisons reports for the planning and regulations fees presented at the 2014 Draft Budget Meeting. It was noted in the

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original report that fees were increased by 65% in 2012 and then again by 49% in 2014 leading staff to recommend not raising the planning and regulations fees for 2015. The Interim Manager of Watershed Services pointed out that the report detailing the staff time to complete the various types of development applications were for basic, straightforward applications and approvals. Vehicle costs for site visits were also included where applicable. The cost of an individual application could be significantly higher if the application is complex, extra meetings or site visits are required, violation discussions/notices are needed, or it becomes necessary to field related inquiries and manage neighbour complaints.

MOTION A-17/15 moved: T. Southwick seconded: J. Scholten

THAT the LPRCA Board of Directors receives the 2014 LPRCA Planning & Regulations Fee Schedule report as information.

CARRIED

REVIEW OF COMMITTEE MINUTES

None

CORRESPONDENCE

MOTION A-18/15 moved: J. Scholten seconded: N. Haydt

THAT correspondence outlined in the Board of Directors' Agenda of February 4th, 2015 be received as information.

CARRIED

DEVELOPMENT APPLICATIONS

a) Staff Approved applications

Staff approved seven applications since the last meeting in January: LPRCA-201/14, LPRCA-202/14, LPRCA-1/15, LPRCA-2/15, LPRCA-3/15, LPRCA-4/15 and LPRCA-9/15. No questions or comments.

MOTION A-19/15 moved: T. Southwick seconded: J. Scholten

That the LPRCA Board of Directors receives the Staff Approved Section 28 Regulation Applications report as information.

CARRIED

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b) **New Applications**

The Planning Department sought approval for five applications all within Norfolk County, three at Long Point. Staff explained that LPRCA's mandate concerns any works having an impact on flooding and erosion or a risk to life and property. Any clean-up efforts must adhere to the same rules as any construction works meaning the clean-up must not negatively impact the natural processes and must not create a new hazard or aggravate an existing hazard. There are two outstanding permit applications connected to LPRCA-7/15 and LPRCA-8/15 that are being reviewed and discussed with the proponent.

MOTION A-20/15 moved: J. Scholten seconded: T. Southwick

THAT the Board of Directors of the LPRCA approves the Development Applications as per the staff report dated February 4th, 2015.

CARRIED

NEW BUSINESS

a) **CALENDAR REVIEW**

The staff at Backus Heritage Conservation Area has been developing new outreach programs to be taken into classrooms along with on-site programs. The Outdoor Educator will be launching a new Learn to Snowshoe pilot program at Port Rowan Public School for Grades two to four. The online campsite reservations opened February 1st and the Annual General Meeting is scheduled for Friday, February 27th at 1:30pm. The Source Protection Plan Public Consultations are scheduled for February 17th in Tillsonburg and February 19th in Simcoe.

MOTION A-21/15 moved: N. Haydt seconded: J. Scholten

THAT the LPRCA Board of Directors receives the February Calendar Review Report as information.

CARRIED

b) **GENERAL MANAGER'S REPORT**

Staff clarified the meaning of the high-water mark which represents the 100-year flood elevation in relation to building along the lake shore. The high-water mark used in the CA Regulation is 176.5' based on studies completed approximately twenty years ago. Staff has been working with neighbouring CAs and municipal partners to complete phase one of an updated Shoreline Management Plan. The new Lake Erie Shoreline Management Plan will be used to provide recommendations for sustainable development of the shoreline ecosystems and land uses. Phase one encompasses the

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coastal zone of Lake Erie within Elgin County and is approximately 60% complete. The second phase will be focused in Norfolk County and then the final phase will be the shoreline situated within Haldimand County.

The Board asked for clarification on LPRCA's position on Silver Lake. LPRCA does not own Silver Lake or the dam but has offered assistance to Norfolk County. The recent Phragmites Workshop at Backus Heritage Conservation Area was well attended by various partners, landowners, stakeholders and government staff. The presenters, including Lee Brown Marsh staff, detailed various control efforts to date and options for the future including new products that are not yet available in Canada.

MOTION A-22/15 moved: J. Scholten seconded: N. Haydt

THAT the LPRCA Board of Directors receives the General Manager's Report for January 2015 as information.

CARRIED

c) ROOTED IN NATURE

Rooted in Nature is a new partnership event based on the successful Butterfly / Dragonfly Festival. It is anticipated that the new event will draw an expanded demographic to Backus and, following a post-event evaluation, the hope is that it will become an annual festival that will continue to grow.

MOTION A-23/15 moved: R. Chambers seconded: J. Scholten

*THAT LPRCA Board of Directors receives the staff report pertaining to the Rooted In Nature Pilot Program as information;
AND THAT the appropriate signing officers be directed to sign the attached Memorandum*

CARRIED

d) PERSONNEL POLICY AND PROCEDURES REPORT

The current P&P's were outdated; therefore, the entire contents were reviewed and revised. Going forward, the P&P's will be reviewed annually by staff and an ad hoc committee of the Board. The Board would like a further review of Section 17, Sick Leave Policy, and for staff to provide comparisons with the various neighbouring municipalities and conservation authorities. It was clarified that section 1.4.5 c) Email Usage pertains to the privacy and confidentiality of external contact information.

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MOTION A-24/15

moved: R. Chambers

seconded: T. Southwick

*THAT the LPRCA Board of Directors approves the updated LPRCA Personnel and Administrative Policies Manual;
AND THAT said policies be reviewed by a subcommittee of the Board and Senior Management on an annual basis.*

CARRIED**e) LONG POINT SOURCE PROTECTION PLAN UPDATE**

Following the comments provided by the Ministry of Environment and Climate Change (MOECC) to the original submission, the Long Point Source Protection Plan has been revised and is now entering the public consultation phase. There are two public open houses scheduled in February and the revised Plan will also be posted on the Lake Erie Source Protection Region website as of February 9th for the 35-day review period. A link is provided through LPRCA's website. The Municipality of Bayham's Richmond System was not included in this version as directed by MOECC which will require a public consultation at a later date.

MOTION A-25/15

moved: J. Scholten

seconded: N. Haydt

THAT the LPRCA Board of Directors receives the Long Point Source Protection Plan Update as information.

CARRIED**f) MEMBER PER DIEMS REPORT**

The member per diems and Chair's honourarium were last adjusted in 2009. As per the 1992 administrative policy, per diem increases are based on a calculation tied to the annual percentage increases awarded to employees. Therefore, staff requested authorization to submit to the Ontario Municipal Board (OMB) a \$5 increase for member per diems (\$60 to \$65) and a \$175 annual increase to the Chair honourarium (\$2100 to \$2275).

MOTION A-26/15

moved: T. Southwick

seconded: J. Scholten

*THAT the LPRCA Board of Directors authorizes the General manager to request OMB approval to increase the per diem rate paid to members for attendance at meetings and for attending to the business of the Authority, to \$65.00;
THAT OMB approval be sought to set the Chair's honorarium at \$2,275 annually; AND
THAT both take effect January 1st, 2015.*

CARRIED

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g) TOBACCO BOARD LEASE

The Ontario Flue-Cured Tobacco Board has occupied the south part of the building since LPRCA bought the building in 2009. The current lease has been on a month-to-month basis but effective January 1st, 2015, the organization is now operated by the Ministry of Economic Development, Employment and Infrastructure and has requested a 6-month lease agreement with an option of two 6-month extensions.

MOTION A-27/15 moved: J. Scholten seconded: D. Brunton

*THAT the LPRCA Board of Directors approves the License Agreement from the Minister of Economic Development, Employment and Infrastructure for office space at the Administration Office Building;
AND THAT the Chair and General Manager be directed to execute said agreement.*

CARRIED

h) 2015 TREE STOCK ORDER

Each year staff orders a variety of tree seedlings to support the various watershed programs provided by LPRCA. This year staff is proposing to order over 45,000 seedlings. Staff explained the nursery codes for the different products listed which is important for staff to identify the age of the stock and how vigorous they are based on the growing seasons of the past few years.

MOTION A-28/15 moved: D. Brunton seconded: J. Scholten

THAT the LPRCA Board of Directors approves the 2015 tree order as presented by the Lands & Waters Supervisor at its regular meeting of February 4th, 2015.

CARRIED

The Chair adjourned the meeting at 8:05pm.

Michael Columbus
Chairman

Dana McLachlan
Administrative Assistant

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