



**LONG POINT REGION CONSERVATION AUTHORITY  
BOARD OF DIRECTORS MINUTES - May 7, 2014**

**(as approved at the Board of Directors Meeting held June 4, 2014)**

Members in attendance: L. Bartlett, D. Beres, R. Chambers, B. Chanyi, M. Columbus, R. Geysens, E. Ketchabaw, R. Sackrider and D. Travale

Staff in attendance: C. Evanitski, D. Holmes, J. Robertson, J. Maxwell, H. Surette and D. McLachlan

Regrets: C. Grice

Guest: S. Wray

The LPRCA Chair called the meeting to order at 6:30 pm Wednesday, May 7<sup>th</sup>, 2014 in the Tillsonburg Boardroom.

The Chair asked D. Holmes to say a few words in remembrance of Rick Lambert, former MNR employee and LPRCA contractor, who passed away April 29<sup>th</sup>. A Celebration of Life is to be held Saturday, May 10<sup>th</sup>. Condolences from LPRCA staff and board are to be sent to the family.

**ADDITIONAL AGENDA ITEMS**

None

**DISCLOSURES OF INTEREST**

None

**DEPUTATIONS:**

**a) Susie Wray: Community Programs Supervisor, Norfolk County  
Re: Hay Creek CA Summer Program**

Ms. Wray is the new Community Programs Supervisor at Norfolk County and is looking forward to implementing the programs planned at Hay Creek this summer. She reviewed the participant attendance from the 2013 season and expressed her appreciation on behalf of Norfolk County for the continued use of the site.

**MINUTES OF PREVIOUS MEETINGS**

**MOTION A-75/14**

moved: L. Bartlett

seconded: R. Chambers

*THAT the minutes of the LPRCA Board of Directors Regular Meeting held April 2<sup>nd</sup>, 2014 be adopted as circulated.*

**CARRIED**

There were no questions or comments regarding the above minutes.

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**FULL AUTHORITY COMMITTEE MEMBERS**

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## **BUSINESS ARISING**

### **a) 2014 Fee Schedule and Hearing Fee Consideration**

The Manager of Watershed Services completed an in-depth fee analysis that was presented to the board during the 2014 budget process. Upon further review and analysis she noted that the majority of conservation authorities do not charge hearing fees so as not to deter proponents the right to appeal. Staff recommended removing the Hearing Fee.

**MOTION A-76/14**                      moved: L. Bartlett                      seconded: R. Sackrider

THAT the LPRCA Board of Directors removes the Board Hearing Fee from LPRCA's Fee Schedule.

**CARRIED**

## **REVIEW OF COMMITTEE MINUTES**

### **a) Lee Brown Marsh Management Committee – December 20, 2013**

Staff clarified the encroachment issues and noted that the OPP will be invited to view the area re: access and equipment required for emergency calls.

### **b) Backus Museum Committee – January 22 and January 28, 2014**

No questions or comments about the Backus Museum Committee minutes.

**MOTION A-77/14**                      moved: R. Sackrider                      seconded: L. Bartlett

THAT the minutes from the Lee Brown Marsh Management Committee meeting of December 20<sup>th</sup>, 2013 and the Backus Museum Committee meetings of January 22<sup>nd</sup> and January 28<sup>th</sup>, 2014 be received as information.

**CARRIED**

## **CORRESPONDENCE**

**MOTION A-78/14**                      moved: R. Chambers                      seconded: L. Bartlett

*THAT correspondence outlined in the Board of Directors' Agenda of May 7<sup>th</sup>, 2014 be received as information.*

**CARRIED**

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## **DEVELOPMENT APPLICATIONS**

### **a) Staff Approved applications**

Staff approved 12 applications this past month: LPRCA-33/14, LPRCA-35/14, LPRCA-36/14, LPRCA-37/14, LPRCA-38/14, LPRCA-39/14, LPRCA-40/14, LPRCA-41/14, LPRCA-42/14, LPRCA-44/14, LPRCA-47/14, and LPRCA-50/14. H. Surette provided further comment on the definition of development from the Conservation Authorities Act, which is very inclusive and does not stipulate size and/or volume, to address a question from the Board regarding application LPRCA-44/14. H. Surette advised that Board approved policy could be used as a tool to address this issue.

**MOTION A-79/14**                      moved: D. Beres                      seconded: R. Chambers

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

**CARRIED**

### **b) New Applications**

The Planning Department sought approval for three applications. There were no questions or comments.

**MOTION A-80/14**                      moved: R. Chambers                      seconded: R. Sackrider

*THAT the LPRCA Board of Directors approves the following Development Applications 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-45/14*

*LPRCA-46/14*

*LPRCA-51/14*

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

**CARRIED**

## **NEW BUSINESS**

### **a) CALENDAR REVIEW**

A variety of events are scheduled for this month. Four of the conservation areas

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opened successfully with Deer Creek scheduled to open May 14<sup>th</sup>. The Heritage Programmer requested a portable display from Parks Canada that is linked to the War of 1812 Bicentennial but, due to the high volume of requests, was unsuccessful in obtaining it for the Backus re-enactment to be held in September. However, Parks Canada is interested to learn more about the Backus Mill and the heritage village and are planning to tour the site on May 22<sup>nd</sup>. As part of the ongoing naturalization plan, students from Glendale High School in Tillsonburg will be planting trees at the LPRCA administration office May 27<sup>th</sup>. No questions or comments were received.

**MOTION A-81/14**                      moved: D. Beres                      seconded: R. Chambers

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

**CARRIED**

**b) GENERAL MANAGER'S REPORT**

The GM thanked those who participated in the Earth Day tree planting at the Tillsonburg administration office as part of the ongoing restoration project. He noted the information exchange meeting held on April 10<sup>th</sup> between Norfolk County and LPRCA staff. The GM has been in preliminary discussions with Fanshawe College to discuss the creation of a new gatehouse at Waterford North Conservation Area. The plan calls for LPRCA to pay for the building material while the carpentry department at Fanshawe would build the gatehouse at the school, dismantle it then reassemble on site.

**MOTION A-82/14**                      moved: R. Chambers                      seconded: R. Sackrider

*THAT the LPRCA Board of Directors receives the General Manager's Report for April 2014 as information.*

**CARRIED**

**c) LPRCA HEAD OFFICE – NATURALIZATION DEMONSTRATION PROJECT**

The next phase of the administration office naturalization project, funded by the RBC Blue Water Project, is set to begin. This stage includes an infiltration gallery, a bioretention cell and soakaway pits to provide and promote Low Impact Development (LID) techniques. A Site Plan Approval has been completed for the Town of Tillsonburg.

**MOTION A-83/14**                      moved: D. Beres                      seconded: R. Sackrider

*THAT the LPRCA Board of Directors endorses the staff report regarding the LPRCA Head Office - Naturalization Demonstration Project Update.*

**CARRIED**

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**d) 2014 MOTOR POOL PURCHASES**

Staff recently tendered out for a new lawn tractor as per the approved 2014 budget. Two bids were received prior to the deadline and staff recommended to accept the bid received from Norfolk Tractor for a Kubota 935 25.5hp diesel engine with a 5' cutting width. Staff was asked if grass cutting measures have been, or should be, scaled back. Staff responded that grass cutting has been significantly reduced throughout the watershed over the years although some areas have had to be brought back into the mowing rotation due to public demand.

**MOTION A-84/14**                      moved: B. Chanyi                      seconded: R. Chambers

*THAT the LPRCA Board of Directors accepts the tender submitted by Norfolk Tractor for the purchase of one new four-wheel drive front-mount riding lawn mower for the total submitted price of \$18,790 plus applicable tax.*

**CARRIED**

**e) HAY CREEK CA RENTAL**

As per the deputation, Norfolk County is again requesting to rent the Hay Creek Conservation Area for the Community Services Department's summer programming. The agreement runs from May 1<sup>st</sup> to October 31<sup>st</sup>, 2014. No questions or comments.

**MOTION A-85/14**                      moved: E. Ketchabaw                      seconded: M. Columbus

*THAT the LPRCA Board of Directors receives the Hay Creek Rental Report for information.*

**CARRIED**

**f) TIMBER TENDER LP-274-14**

Staff prepared the prescription/operating plan, marked the timber and recently tendered out for the marked standing timber at the Tarcza/Backus Tract. Sixteen tender packages were sent out for review and four bids were received prior to the deadline. Staff recommended to accept the bid from Leonard Pilkey.

**MOTION A-86/14**                      moved: M. Columbus                      seconded: E. Ketchabaw

*THAT the LPRCA Board of Directors accepts the tenders submitted by Leonard Pilkey for marked standing timber at the Tarcza/Backus Tract for a total submitted bid of \$65,590.*

**CARRIED**

The Field Superintendent received a request from Natural Resources Canada to use the Middleton McConkey Tract as one of five release sites within Norfolk County to test a parasitic wasp as part of a control strategy for the Emerald Ash Borer. A full report

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will be submitted to the Board at the June meeting.

#### **g) 1ST QUARTER BUDGET REPORT**

Approximately 18%, or close to \$650,000 of the total operating budget of \$3.6 million, has been spent in the first quarter. The first quarter tends to exhibit slower spending, whereas, the second quarter picks up rapidly when the conservation areas open in May. No changes are required to the budget at this time although the minimum wage increase as of June 1<sup>st</sup> will have an impact and will be reviewed at a later date. The Manager of Corporate Services reviewed the status of the various capital projects and the Manager of Watershed Services reviewed the dam studies/projects.

**MOTION A-87/14**                      moved: R. Chambers                      seconded: B. Chanyi

*THAT the LPRCA Board of Directors receives the 2014 Budget Performance Report – 1<sup>st</sup> Quarter for information.*

**CARRIED**

#### **h) BACKUS MUSEUM COMMITTEE APPOINTMENTS**

The Backus Museum Committee is new this year and the Terms of Reference calls for 7 members, 4 Board members and 3 community members. Madaline Wilson, a Backus volunteer for many years and Julie Stone, a former teacher (her father Dave donated many artifacts on display at the Backus Museum) have volunteered to serve on the Committee. The Committee is still looking for one more volunteer.

**MOTION A-88/14**                      moved: M. Columbus                      seconded: D. Beres

*THAT the LPRCA Board of Directors approves the appointments of Julie Stone and Madaline Wilson to the Backus Museum Committee.*

**CARRIED**

#### **i) SERVICE RECOGNITION AWARDS**

There will be 8 staff and 2 Board members recognized for their service to LPRCA at the June meeting.

**MOTION A-89/14**                      moved: D. Travale                      seconded: B. Chanyi

*THAT the LPRCA Board of Directors receives the Service Recognition Awards Report as information.*

**CARRIED**

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**MOTION A-90/14** moved: R. Sackrider seconded: D. Travale

*THAT the LPRCA Board of Directors does now enter into an "In Camera" session to discuss:*

- *personal matters about an identifiable individual, including Conservation Authority employees*

**CARRIED**

**MOTION A-91/14** moved: D. Travale seconded: D. Beres

*That the LPRCA Board of Directors does now adjourn from the "In Camera" session.*

**CARRIED**

**MOTION A-92/14** moved: M. Columbus seconded: L. Bartlett

*THAT the LPRCA Board of Directors receives the verbal report regarding a personnel matter with respect to health and safety as information.*

**CARRIED**

The Chair adjourned the meeting at 7:35pm.

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Roger Geysens  
Chairman

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Dana McLachlan  
Administrative Assistant

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