



**LONG POINT REGION CONSERVATION AUTHORITY**  
**BOARD OF DIRECTORS BUDGET MEETING MINUTES - NOVEMBER 18, 2016**  
**(as approved at the Board of Directors meeting held December 7, 2016)**

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

The LPRCA Chair called the meeting to order at 9:00 am Friday, November 18<sup>th</sup>, 2016 in the LPRCA Administration office Boardroom.

**DISCLOSURES OF INTEREST**

None

**BACKUS MILL DAM – DESIGN FOR EMBANKMENT REPAIRS**

Staff reviewed the need for the design and repairs at Backus Mill Dam, as well as, the funding plan. Requests for proposal to complete the design work were solicited and four proposals were received by the deadline. Staff evaluated the proposals, completed reference checks then made the recommendation to the Board to retain the services of Aqua Geomatics Consultants.

D. Beres arrived.

**MOTION A-181/16**                      moved: J. Scholten                      seconded: D. Hayes

*THAT the LPRCA Board of Directors accepts the proposal submitted by Aqua Geomatics Consultants for Engineering Services to undertake the design and complete the necessary supporting information for repair work at the Backus Mill Dam, at a total cost not to exceed \$47,800.00 plus HST.*

**CARRIED**

**BUDGET**

**GENERAL MANAGER’S REPORT**

The GM put forward the proposed 2017 budget and noted that it again does not draw on reserves. Staff was commended for producing a budget with minimal increase in spite of the loss of some rental income from Canada Wildlife Service at Backus and Ministry of Finance at the Administration office. Levy supports 32% of the operation.

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**FULL AUTHORITY COMMITTEE MEMBERS**

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C. Grice arrived.

J. Maxwell reviewed the Draft Consolidated Municipal Levy, Consolidated Budget Summary and the Statement of Operations reports. It was noted that the budget includes a cost-of-living adjustment of 1.5%, that the minimum wage increased as of October 1, 2016 and there are full-time and seasonal staff who will be moving through the pay grid in 2017. She added that Workplace Safety and Insurance Board (WSIB) fees are increasing in 2017 but will be offset by the decrease in Employment Insurance (EI) rates. Staff noted that FTEs has not changed from the current year.

N. Haydt arrived.

One significant change to the camping fees is the division of hydro rate campsites to account for 15-amp and 30-amp electricity service. Also, air conditioning fees are no longer charged separately and have been rolled into the camping fees.

Staff reviewed the special levies to Norfolk County for the Backus Mill Repair, and to Haldimand County for the Shoreline Flood and Erosion Hazard Study.

### **WATERSHED PLANNING AND TECHNICAL SERVICES BUDGET**

The operating costs have increased mainly due to FTE reallocation and an increase in contingency cost budgeting. The Planning and Technical fees were increased in 2016 to achieve the 60/40 user/CA split as per direction from the Board in 2012. Staff proposed an overall 2% increase to fees in 2017 which still maintains the 60/40 split.

Permits granted in 2015 totaled 163; staff has granted 203 as of November 17, 2016. Staff was directed to provide the number of permits granted per fee type at the December meeting.

### **WATERSHED FLOOD CONTROL SERVICES BUDGET**

The Flood Control budget is fairly consistent year-over-year and this area is partially funded by the province. Funding was added to promote awareness in flood-prone resort areas.

### **HEALTHY WATERSHED SERVICES BUDGET**

The majority of the activities/projects in this department are funded through various government programs while three are funded through levy. Funding has been received for a portion of the Water Resources Specialist wages in 2016 for fulfilling the Source Water Protection (SWP) role that was provincially funded. Funding for the SWP has not been announced for next year and is expected to end March 2017.

### **COMMUNICATION AND MARKETING SERVICES BUDGET**

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Additional funds have been added for a student provided funding is received through government funding programs. Materials and supplies also increased to update the Watershed Report Card as per the five-year plan.

Staff direction was provided to increase signage, increase promotional materials, increase website advertising and increase promotion of the parks through more pictures and individual park videos on the website.

### **BACKUS HERITAGE AND EDUCATION SERVICES BUDGET**

The Backus budget relies on government funding to cover some of the student wage costs. The funding is not guaranteed but the staff is required to manage the park. Levy contribution is required to operate Backus and staff is actively looking at programs to reduce costs including community fundraising.

### **CONSERVATION PARKS MANAGEMENT SERVICES BUDGET**

This department encompasses Deer Creek, Haldimand, Norfolk and Waterford North conservation areas and is not supported by municipal levy. Large increases in septic costs the previous year were reflected in the 2016 fee increases. Camping revenues are always dependent on the weather but there has been a noticeable increase in inquiries for seasonal camping at Haldimand and Waterford North.

Staff was directed to revise the cabin fee at Backus, purchase more canoes for rent and consider adding backcountry camping at Deer Creek.

**MOTION A-182/16**                      moved: N. Haydt                      seconded: R. Geysens

*THAT the LPRCA Board of Directors directs staff to prepare a staff report on the cost of expanding serviced sites and the projected revenues associated with said upgrades.*

**CARRIED**

### **PUBLIC FOREST LAND MANAGEMENT SERVICES BUDGET**

Last year a contractor was added to help with the Managed Forest Tax Incentive Program (MFTIP) plans for all LPRCA properties. A suitable candidate was not found and the Board approved earlier this year reallocation of funds for a sub-contractor to help complete the MFTIP plans.

### **PRIVATE FOREST LANDS MANAGEMENT SERVICES BUDGET**

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This department is self-sustaining and is not supported by levy. Staffing levels are maintained for 2017 as they were reduced in 2016 due to a reduction in planting projects. The budget for nursery stock has been reduced from the previous year.

### **OTHER CONSERVATION AND LAND MANAGEMENT SERVICES BUDGET**

This department includes all of the LPRCA parkettes within the watershed, Lee Brown Marsh Management facility, the Waterford Workshop, the motor pool and tree removal. The Workshop Carpenter recently retired after 44 years and a new person has been hired to start on Monday reflecting a decrease in wages for this department.

### **CORPORATE SERVICES BUDGET**

Included in the Corporate Services department are Conservation Ontario fees, ALUS activities and expenses, and all board expenses. Staffing levels have remained the same.

### **CAPITAL PROJECTS SUMMARY**

The 2017 total for capital spending is budgeted at \$604,100. The budget requires a special levy from Norfolk and Haldimand counties and \$338,326 from the general levy.

### **WATERSHED SERVICES CAPITAL PROJECTS**

The main concern and area of greater expense is the flood control structures. Staff proposed a low-cost approach to manage some of the priority repairs and sediment management assuming environmental assessments are not required and there is not opposition for these projects.

### **BACKUS HERITAGE AND EDUCATION SERVICES CAPITAL PROJECTS**

Staff plans to continue the hydro and water systems upgrades that were started in 2016. Hydro upgrades are planned for up to 40 sites in Area C and two more water systems are expected to be upgraded.

### **CONSERVATION PARKS MANAGEMENT SERVICES CAPITAL PROJECTS**

The plan is to upgrade the hydro to 30-amp service at a further 17 sites at Deer Creek and up to 34 sites at Haldimand, and continue with hydro infrastructure upgrades at Waterford North. Waterford also requires renovations to its comfort station/shower facility. Extra funding is required to complete the water system upgrade at Norfolk.

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Direction was given to staff to prepare a report providing details as to the appropriateness for either a one- or two-year tender for hydro upgrades at the parks.

### **OTHER CONSERVATION AND LAND MANAGEMENT CAPITAL PROJECTS**

Staff requested funds to purchase one new ½ ton pickup truck and one new front mount lawn mower. The current pickup truck to be replaced is 12 years old and the lawn mower is 20 years old. Purchasing versus leasing of vehicles and equipment was discussed.

The Strategic Planning Committee will review the motor pool needs in the coming months.

### **CORPORATE SERVICES CAPITAL PROJECTS**

Computer upgrades are required which will be deployed throughout the organization. The employee entrance door needs to be replaced as it has been malfunctioning and is not energy efficient.

Staff made note that an application has been submitted to the Canada150 Fund for a project at Backus that if approved requires \$100,000 matching funds that has not been included in this budget.

**MOTION A-183/16**                      moved: N. Haydt                      seconded: C. Grice

*THAT the LPRCA Board of Directors adds \$5000 for promotional signage in the 2017 draft budget.*

**CARRIED**

**MOTION A-184/16**                      moved: N. Haydt                      seconded: D. Hayes

*THAT the LPRCA Board of Directors adds \$6000 for purchase of canoes and/or related watercraft materials to the draft 2017 budget.*

**CARRIED**

**MOTION A-185/16**                      moved: C. Grice                      seconded: J. Scholten

THAT the LPRCA Board of Directors approves the following recommendations regarding LPRCA's 2017 Draft Operating and Capital budgets;

THAT the 2017 proposed Ontario Regulation 178/06 Permit Fees and Planning Act Review Fees as set out in Tab 5 be approved;

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THAT the 2017 proposed Conservation Area User Fees as set out in Tab 11 be approved as amended;


THAT the draft 2017 budget of \$4,484,557 with an operating budget of \$3,869,457 and a capital budget of \$615,100;

AND requiring an increase in the general municipal levy of 7.7% or \$129,775 overall compared to 2016 be circulated to member municipalities for review and comment;

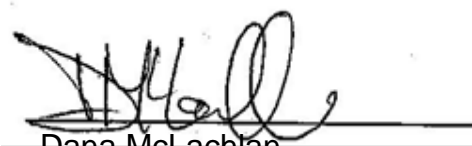
AND FURTHER that staff be directed to present the Draft 2017 Budget to member municipalities where possible.

**CARRIED**

The Chair adjourned the meeting at 2:20pm.



Michael Columbus  
Chair



Dana McLachlan  
Administrative Assistant

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