



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Annual General Meeting Minutes of March 5, 2021
Approved April 7, 2021

The Board of Directors Annual General Meeting was held via videoconference, on Friday, March 5, 2021 pursuant to section C.9, of the LPRCA's Board of Directors Administrative By-Law.

Members in attendance:

Michael Columbus, Chair	Norfolk County
John Scholten, Vice-Chair	Township of Norwich
Dave Beres	Town of Tillsonburg
Robert Chambers	County of Brant
Tom Masschaele	Norfolk County
Stewart Patterson	Haldimand County
Peter Ypma	Township of South-West Oxford

Regrets:

Kristal Chopp	Norfolk County
Valerie Donnell	Municipality of Bayham/Township of Malahide
Ken Hewitt	Haldimand County
Ian Rabbitts	Norfolk County

Staff in attendance:

Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Ben Hodi, Manager of Watershed Services
Debbie Thain, Supervisor of Forestry
Zachary Cox, Marketing Coordinator / AV Administrator
Dana McLachlan, Administrative Assistant / Recording Secretary

1. Welcome and Call to Order

Chair, Michael Columbus, called the meeting to order at 1:30 p.m. and read the following statement.

Board members, staff, guests and members of the public are advised that this meeting is being video/audio recorded and live-streamed through the LPRCA YouTube channel. As such, comments and opinions expressed may be published and any comments expressed by individual Board members, guests and the general public are their own, and do not represent the opinions or comments of the Authority and/or the LPRCA Board of Directors.

The recorded video of the Full Authority meeting is not considered the official record of the meeting. The official record of the Full Authority meeting shall consist solely of the Minutes approved by the Full Authority.

FULL AUTHORITY COMMITTEE MEMBERS

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,
Ken Hewitt, Tom Masschaele, Stewart Patterson, Ian Rabbitts, John Scholten, Peter Ypma

2. Declaration of Conflicts of Interest

None were declared.

3. Additional Agenda Items

There were no additional agenda items.

4. Minutes of the Previous Meeting

a) Board of Directors Meeting of February 3, 2021

There were no questions or comments.

A-24/21

Moved by J. Scholten

Seconded by P. Ypma

That the minutes of the Board of Directors Meeting held January 13, 2021 be adopted as circulated.

Carried

5. Business Arising

There was no business arising from the previous minutes.

6. Chair's Remarks

The Chair thanked the municipal partners, members and staff for their support during a very difficult year. The 2020 COVID-19 pandemic proved challenging as many were required to work remotely. Despite the challenges LPRCA maintained essential operations.

Milestones of 2020 included the 20-year (2020-2039) Forest Management Plan, the updated Lake Erie Hazard Mapping and Risk Assessment, the launch of a new website, the first Memorial Forest Dedication virtual service and video, and the continued investment in park infrastructure.

7. Audit and Finance Committee

The Chair called upon Dave Beres, Chair of the Audit and Finance Committee to present the committee report.

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After introducing Ashley Didone, Audit Partner of MNP, Audit and Finance Committee Chair Beres reported that the Committee met February 19, 2021 and received and reviewed the financial statements in detail. MNP issued a clean opinion of the Authority's 2020 financial reports and found that the financial statements fairly presented the Authority's position.

A-25/21

Moved by T. Masschaele
Seconded by S. Patterson

THAT the minutes of the LPRCA Audit and Finance Committee's meeting held February 19, 2021 be adopted as circulated.

Carried

A-26/21

Moved by P. Ypma
Seconded by J. Scholten

THAT the LPRCA Board of Directors approves the financial statements for the year ended December 31st, 2020 prepared by MNP, LLP, Chartered Accountants.

Carried

A-27/21

Moved by J. Scholten
Seconded by T. Masschaele

THAT the LPRCA Board of Directors approves the appointment of MNP, LLP Chartered Accountants as LPRCA's auditors for the 2021 fiscal period.

Carried

8. Notice of Formal Motions

a) Designate Signing Officers

A-28/21

Moved by D. Beres
Seconded by R. Chambers

That the LPRCA Board of Directors approves the Chair, Vice-chair, General Manager and Manager of Corporate Services as designated signing officers for Authority business for the year 2021.

Carried

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b) Borrowing

A-29/21

Moved by R. Chambers

Seconded by P. Ypma

That the LPRCA Board of Directors authorizes the Chair or Vice-Chair and the General Manager or Manager of Corporate Services to borrow funds as required for the day-to-day operations of the Authority.

Carried

c) Designate Conservation Ontario Council Representatives

A-30/21

Moved by D. Beres

Seconded by R. Chambers

That the LPRCA Board of Directors designates the Authority Chair as the Authority's representative to Conservation Ontario (CO), with the Vice-Chair designated as alternate, and further that the General Manager be directed to participate on appropriate committees of CO, and be authorized to vote in the absence of the designated representatives.

Carried

d) Lee Brown Marsh Management Committee Members Remuneration

A-31/21

Moved by J. Scholten

Seconded by S. Patterson

That the LPRCA Board of Directors authorizes all members appointed to the Lee Brown Committee from the Community at Large be deemed to be Authority members for the purpose of receiving remuneration for their services on the same basis as regular members of the Authority for 2021.

Carried

9. 2020 Committee Reports

a) 2020 Annual Report

The GM presented the 2020 annual report and provided an overview of the year's activities. The COVID-19 pandemic impacted how staff interacted but not their dedication to LPRCA essential services. The Planning department issued 296 permits, the Flood Forecasting and Warning department issued 23 flood messages, and many safety protocols were developed to open the campgrounds safely, once allowed, in June.

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The GM thanked staff, the board, municipal partners, the various community partners and customers for their support during this challenging year.

10. Stewardship Award Presentation

Mike O'Dwyer was select as the recipient of the 2020 Long Point Region Conservation Stewardship Award. Mike was nominated by ALUS Norfolk and he has been a member of ALUS since 2008. Mike's conservation efforts on his farm consist of wetland creation and planting over 28,00 trees.

Mr. O'Dwyer thanked LPRCA for the recognition and award. He said that it was nice to work with groups such as LPRCA and ALUS who work in cooperation with the land owners and each other.

11. Roger Geysens Service Recognition

Roger Geysens retired from municipal council in 2020 after a long career as a councillor in Norfolk County.

As a Norfolk County appointee, Mr. Geysens served on the LPRCA Board of Directors for 17 years from December 2003 to November 2020. Along with sitting on various LPRCA committees over the years, Mr. Geysens took on the role of Board Chair from 2012 through 2014.

Roger was thanked and congratulated for his years of dedication and service and he was wished a very happy retirement.

12. Service Awards Presentation

The following board members and staff were recognized for reaching service milestones with LPRCA this past year.

Sarah Dancey, Norfolk Conservation Area Supervisor	5 years
Joanne Letarte, Backus Heritage Conservation Area Maintenance	5 years
Carolyn Jacques, Accounting and Administration Supervisor	10 years
Doug Wingrove, Deer Creek Conservation Area Supervisor	10 years
Dave Beres, Director	10 years
Mike Columbus, Board Chair	10 years

13. Development Applications

a) Staff Approved applications

Staff approved 11 applications since the last meeting February 3, 2021. Due to the continued high lake levels, shoreline protection upgrades, and raising and floodproofing dwellings and cottages continued to be completed within the watershed. LPRCA-13/21,

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LPRCA-15/21, LPRCA-16/21, LPRCA-17/21, LPRCA-18/21, LPRCA-19/21, LPRCA-22/21, LPRCA-27/21, LPRCA-28/21, LPRCA-29/21 and LPRCA-30/21.

All of the staff approved applications met the requirements as set out in Section 28 of the *Conservation Authorities Act*.

A-32/21

Moved by J. Scholten
Seconded by T. Masschaele

That the LPRCA Board of Directors receives the Staff Approved Section 28 Regulation Applications report dated February 23, 2021 as information.

Carried

b) New applications

The Planning Department staff recommended three applications for approval. All three meet LPRCA policies.

A-33/21

Moved by P. Ypma
Seconded by S. Patterson

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-24/21
LPRCA-25/21
LPRCA-31/21*

- 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

14. New Business

a) Ecological Survey for Selected LPRCA Properties

Ecological surveys are completed on LPRCA properties prior to forest management activities as part of the 5-year Forest Management Operating Plan. These surveys are contracted out and conducted annually. This year five properties are scheduled for

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ecological surveys.

Requests for quotes were prepared and emailed to five consultants that specialize in Ecological Surveys. Three quotes were received and staff recommended to accept the quote from the lowest bidder, Natural Resource Solutions Inc.

A-34/21

Moved by D. Beres

Seconded by T. Masschaele

THAT the LPRCA Board of Directors approves the proposal submitted by Natural Resource Solutions Inc. to conduct ecological inventories of identified Conservation Authority properties – totaling 380.29 Acres/153.90 Hectares, encompassing 5 properties for a total submitted bid of \$19,350 plus HST.

Carried

b) Timber Tender LP-336-21 Harris-Floyd – Block 2

The Harris-Floyd – Block 2 Tract is located in Houghton Township. Three bids were received by the deadline and staff recommended the tender be awarded to the highest bidder.

A-35/21

Moved by J. Scholten

Seconded by R. Chambers

THAT the LPRCA Board of Directors accepts the tender submitted by Townsend Lumber Inc. for marked standing timber at the Harris Floyd Tract – Block #2– LP-333-21 for a total tendered price of \$101,821.

Carried

c) Vehicle Tender

As per the approved 2021 budget, two new ½ ton 4x4 pickup trucks were tendered to replace two aging fleet trucks. Documents were forwarded to ten vendors and three bids were received by the deadline. Staff recommended the tender be awarded to the lowest bidder.

A-36/20

moved: P. Ypma

seconded: R. Chambers

That the LPRCA Board of Directors accepts the tender submitted by Stauffer Motors for two new 2021 Ford F-150 4x4 Regular Cab Pickup Trucks for \$76,564.

Carried

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d) 2021 Spring Restoration Tender

The Healthy Watershed Department undertakes landscape restoration, native groundcover establishment and tree planting activities annually. Tree-planting is contracted out annually and three bids were received by the deadline.

Staff recommended to accept the lowest bid.

A-37/21

Moved by T. Masschaele

Seconded by J. Scholten

THAT the LPRCA Board of Directors approves the tender received from TRITREE Reforestation for a total of \$19,054.82 (taxes included) to plant 34,484 trees for LPRCA's Spring 2021 Restoration contract.

Carried

e) Waterford North Conservation Area Phase 3 Electrical Tender

Phase 3 will complete the electrical installation and upgrades at Waterford North CA. This phase includes the addition of 52 water and electrical sites bringing the total of serviced sites at the park to 108.

Two bids were received by the deadline and staff recommended to accept the lowest bidder.

A-38/21

Moved by S. Patterson


Seconded by T. Masschaele

THAT the LPRCA Board of Directors accepts the tender submitted by Darlington Wiring & Plumbing Ltd. for the Waterford North Conservation Area Phase 3 Campsite Electrical Upgrades for a bid price of \$50,642.70 plus HST.

Carried

14. Adjournment

The Chair adjourned the meeting at 2:20 p.m.


Michael Columbus
Chair


Dana McLachlan
Administrative Assistant

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