



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Virtual Meeting Minutes of April 7, 2021
Approved May 5, 2021

The Board of Directors Meeting was held via videoconference, on Wednesday, April 7, 2021 pursuant to section C.9, of the LPRCA's 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
Valerie Donnell	Municipality of Bayham/Township of Malahide
Tom Masschaele	Norfolk County
Stewart Patterson	Haldimand County
Ian Rabbitts	Norfolk County
Peter Ypma	Township of South-West Oxford

Regrets:

Kristal Chopp	Norfolk County
Ken Hewitt	Haldimand County

Staff in attendance:

Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Ben Hodi, Manager of Watershed Services
Zachary Cox, Marketing Coordinator
Dana McLachlan, Administrative Assistant

1. Welcome and Call to Order

The chair called the meeting to order at 6:30 p.m., Wednesday, April 7, 2021.

2. Additional Agenda Items

MOTION A-39/21

Moved by P. Ypma

Seconded by V. Donnell

That the LPRCA Board of Directors add "LPRCA day passes to the libraries" under New Business as item 9 (g) to the April 7, 2021 agenda.

CARRIED

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

3. Declaration of Conflicts of Interest

None were declared.

4. Minutes of the Previous Meeting

a) Board of Directors Annual General Meeting of March 5, 2021

There were no questions or comments.

A-40/21

Moved by J. Scholten

Seconded by P. Ypma

That the minutes of the LPRCA Annual General Meeting held March 5, 2021 be adopted as circulated.

CARRIED

5. Business Arising

There was no business arising.

6. Review of Committee Minutes

There were no committee meeting minutes for review.

7. Correspondence

There was no correspondence for review.

8. Development Applications

a) Staff Approved applications

Staff approved 27 applications since the last meeting held March 5, 2021. Due to the continued high lake levels shoreline protection upgrades, and raising and floodproofing dwellings and cottages continue to be completed within the watershed. LPRCA-14/21, LPRCA-20/20, LPRCA-21/21, LPRCA-23/21, LPRCA-32/21, LPRCA-34/21, LPRCA-36/21, LPRCA-37/21, LPRCA-38/21, LPRCA-39/21, LPRCA-40/21, LPRCA-41/21, LPRCA-43/21, LPRCA-44/21, LPRCA-45/21, LPRCA-46/21, LPRCA-48/21, LPRCA-

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52/21, LPRCA-53/21, LPRCA-54/21, LPRCA-55/21, LPRCA-56/21, LPRCA-57/21, LPRCA-58/21, LPRCA-59/21, LPRCA-60/21 and LPRCA-62/21

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

A-41/21

Moved by I. Rabbitts
Seconded by T. Masschaele

That the LPRCA Board of Directors receives the Staff Approved Section 28 Regulation Applications report dated March 26, 2021 as information.

CARRIED

b) New applications

The Planning Department staff recommended nine applications for approval. Applications consisted of new dwellings, dwelling replacements, and associated grading.

A-42/21

Moved by S. Patterson
Seconded by D. Beres

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),*

<i>LPRCA-50/21</i>	<i>LPRCA-66/21</i>	<i>LPRCA-70/21</i>
<i>LPRCA-51/21</i>	<i>LPRCA-67/21</i>	
<i>LPRCA-63/21</i>	<i>LPRCA-68/21</i>	
<i>LPRCA-64/21</i>	<i>LPRCA-69/21</i>	

- 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

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9. New Business

a) General Manager's Report

J. Maxwell reported on LPRCA requirements and actions as per the amended *Conservation Authorities Act*. The LPRCA Board structure and size doesn't conform to the Act but received member municipality approval in 2014. That documentation was submitted to the Minister of the Environment, Conservation and Parks and posted on the LPRCA website by April 3rd as required. The draft minutes of authority meetings will now be posted on the LPRCA website within 30 days of each meeting as required. Staff are currently working on required amendments to the Administrative By-law and once complete will be presented to the board for approval.

In regards to today's lockdown announcement, overnight camping will be cancelled and refunded for the first five nights (May 1 to May 5). Seasonal camping is allowed and will open May 1st as scheduled.

A-43/21

Moved by J. Scholten

Seconded by V. Donnell

That the LPRCA Board of Directors receives the General Manager's Report for March 2021 as information.

CARRIED

b) Float Trailer Replacement

A tender was issued for a new float trailer and tender packages were sent to six vendors; no bids were received by the deadline. Staff contacted vendors to obtain quotes and was notified that demand and prices had increased and trailers are currently backordered. Staff received only one quote to date from Miska Trailer Factory. The quote is over the approved budget.

A-44/21

Moved by I. Rabbits

Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the 2021 Motor Pool – Float Trailer Replacement report as information;

And;

That the LPRCA Board of Directors approves the quote as submitted by Miska Trailer Factory for \$32,395;

And;

FULL AUTHORITY COMMITTEE MEMBERS

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Ken Hewitt, Tom Masschaele, Stewart Patterson, Ian Rabbits, John Scholten, Peter Ypma

That the LPRCA Board of Directors approves the transfer of \$6,395 from the internally restricted capital levy reserve.

CARRIED

c) Side by Side (Utility Vehicles) Purchase

A tender was issued for two Side by Side (utility vehicles) and tender packages were sent to eight vendors: two bids were received by the deadline. Both bids met or exceeded the requirements specified and are within budget. Staff recommended the tender be awarded to the lowest bidder.

A-45/21

Moved by P. Ypma

Seconded by I. Rabbits

THAT the LPRCA Board of Directors accepts the tender submitted by Halnor Equipment for the purchase of two new side by side Kioti – Mechron 2200 – Diesel utility vehicles for a unit price of \$13,500 and a total price of \$27,000 (excluding HST).

CARRIED

d) Lawn Tractor Purchase

A tender was issued for a front-mount diesel riding mower and tender packages were sent to six vendors; two bids were received by the deadline. Both bids met or exceeded the requirements specified and both were over budget. Staff recommended the tender be awarded to the lowest bidder.

A-46/21

Moved by T. Patterson

Seconded by V. Donnell

THAT the LPRCA Board of Directors accepts the tender submitted by Norfolk Tractor for the purchase of one Front-Mount Riding Mower (Kubota F2690) for \$23,300 (excluding HST).

And,

That the LPRCA Board of Directors approves the transfer of \$300 from the internally restricted capital levy reserve for the acquisition of the Front-Mount Riding Mower.

CARRIED

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e) Septic Disposal Services Tender

A tender was issued for septic services for the five campgrounds and three bids were received by the deadline. \$95,000 was budgeted and \$90,000 is the projected cost based on bid pricing and projected volume. Staff recommended splitting the tender to the lowest bidder for each park for cost efficiency.

A-47/21

Moved by T. Masschaele
Seconded by D. Beres

THAT the 2021 contract for septic services at Backus CA, Deer Creek CA and Norfolk CA be awarded to Bayside Septic Services 2021 Inc.;

And,

THAT the 2021 contract of septic services at Haldimand CA and Waterford North CA be awarded to Frankie's Pumping.

CARRIED

f) Health and Safety Policy

The Joint Health and Safety Committee (JHSC) met in February to update its Terms of Reference and review the Health and Safety Policy. The committee recommended removing the current policy from the Personnel Policy to a stand-alone policy and updating the Health and Safety Policy to include required sections needed to ensure compliance. The Health and Safety Manual continues to be updated.

A-48/21

Moved by J. Scholten
Seconded by I. Rabbits

THAT the LPRCA Board of Directors removes Section 31 from the Long Point Region Conservation Authority Personnel Policy;

And;

That the LPRCA Board of Directors approves the LPRCA Health & Safety Policy as presented.

CARRIED

g) LPRCA Day Passes to the Libraries

Member Ypma reported Provincial Park passes were being made available to libraries to loan out to the public for day-use visits and asked if LPRCA passes could be loaned

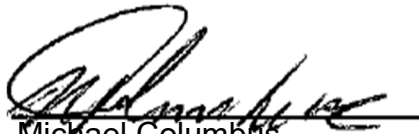
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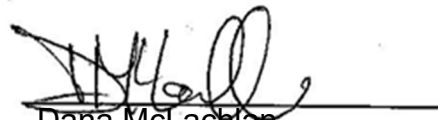
out through the libraries as well. While the board thought it was a good idea, staff will need to study the cost, requirements and feasibility to provide passes to libraries throughout the watershed. A report will be presented to the board at the May meeting.

14. Adjournment

The Chair adjourned the meeting at 7:15 p.m.



Michael Columbus
Chair



Dana McLachlan
Administrative Assistant

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