



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Virtual Meeting Minutes of June 1, 2022**  
**Approved July 6, 2022**

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The Board of Directors Meeting was held via videoconference, on Wednesday, June 1, 2022, pursuant to section C.9, of the LPRCA's Administrative By-Law.

Members in attendance:

John Scholten, Chair	Township of Norwich
Michael Columbus, Vice-Chair	Norfolk County
Dave Beres	Town of Tillsonburg
Robert Chambers	County of Brant
Kristal Chopp	Norfolk County
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:

Ken Hewitt	Haldimand County
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Staff in attendance:

Judy Maxwell, General Manager  
Aaron LeDuc, Manager of Corporate Services  
Lorrie Minshall, Special Projects  
Zachary Cox, Marketing Coordinator  
Dana McLachlan, Executive Assistant

**1. Welcome and Call to Order**

The chair called the meeting to order at 6:30 p.m., Wednesday, June 1, 2022.

**2. Additional Agenda Items**

There were no additional agenda items.

**3. Declaration of Conflicts of Interest**

None were declared.

**4. Minutes of the Previous Meeting**

**a) Board of Directors Meeting of May 4, 2022**

There were no questions or comments.

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**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

**A-54/22**

Moved by V. Donnell  
Seconded by I. Rabbitts

*THAT the minutes of the LPRCA Board of Directors Meeting held May 4, 2022 be adopted as circulated.*

**CARRIED**

**5. Business Arising**

There was no business arising from the previous minutes.

**6. Review of Committee Minutes**

There were no Committee Minutes presented.

**7. Correspondence**

There was no correspondence presented for review.

**8. Development Applications**

**a) Section 28 Regulations Approved Permits**

Through the General Manager's delegating authority, 19 applications were approved in the past month, LPRCA-85/22, LPRCA-86/22, LPRCA-89/22, LPRCA-90/22, LPRCA-92/22, LPRCA-93/22, LPRCA-94/22, LPRCA-95/22, LPRCA-96/22, LPRCA-97/22, LPRCA-98/22, LPRCA-101/22, LPRCA-102/22, LPRCA-103/22, LPRCA-104/22, LPRCA-105/22, LPRCA-106/22, LPRCA-107/22 and LPRCA-108/22.

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

**A-55/22**

Moved by D. Beres  
Seconded by P. Ypma

*THAT the LPRCA Board of Directors receives the Staff Approved Section 28 Regulations Approved Permits report as information.*

**CARRIED**

**b) New Business**

**a) General Manager's Report**

The General Manager provided an overview of operations this past month.

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Staff attended a workshop hosted by the Ministry of Environment, Conservation and Parks (MECP) to review the Inventory of Programs and Services submitted by the Conservation Authorities. Reporting suggestions were provided and staff is currently working on the next report to be submitted to MECP by June 30, 2022.

LPRCA was successful in securing funding from the Water Erosion Control Infrastructure (WECI) program for two projects: Norwich Dam Embankment Repairs and Deer Creek Dam Concrete Repairs. Both projects were included in the 2022 budget.

**A-56/22**

Moved by M. Columbus

Seconded by T. Masschaele

*That the LPRCA Board of Directors receives the General Manager's Report for May 2022 as information.*

**CARRIED**

**b) CA Act Phase 2 Regulations**

The Phase 2 Regulations of the *Conservation Authorities Act* were released April 20, 2022. The regulations and policy are meant to clearly define the rules for the 2024 budget discussions. The impacts to LPRCA, based on the main focal points of the regulations, are:

1. Cost Apportionment – LPRCA's current methods are consistent with the regulation
2. Budget Process – Minor process adjustments are required
3. Budget Preparation and Presentation – LPRCA's current budget preparation and presentation are fairly consistent with the regulation (Operating and Capital costs need to be grouped and categorized)
4. Fee Classes Policy – Required to develop and seek consultation on a written fee schedule to be posted on the LPRCA website

**A-57/22**

Moved by V. Donnell

Seconded by S. Patterson

*THAT the LPRCA Board of Directors receives the report on CA Act Phase 2 Regulations as information.*

**CARRIED**

**c) Norwich Dam Embankment Repairs**

The Norwich Dam embankment is eroding and in need of repairs. In late 2021, a request for quotes was issued to three contractors and one responded, R. Simon Construction. Unfortunately, repairs were delayed due to timing windows therefore, R.

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Simon Construction was recently asked to review their quote. The quote was updated with a moderate increase for 2022.

This project was approved in the 2022 budget for \$25,000 and recently LPRCA was successful in securing WECl funding of \$13,300 for the project.

**A-58/22**

Moved by P. Ypma

Seconded by V. Donnell

*That the LPRCA Board of Directors approves the quote submitted by Robert Simon Construction to undertake the necessary repairs of the Norwich Dam Embankment costs of \$25,006.33 inclusive of the unrecoverable portion of HST;*

*And,*

*That the LPRCA Board of Directors approves the Ecosystem Recovery Inc. costs of \$2,716.99 inclusive of the unrecoverable portion of the HST for project management for a total project cost of \$27,723.32*

**CARRIED**

**d) Pay Equity and Compensation Review RFP**

The Pay Equity and Compensation Review project was approved in the 2022 budget. The last review was completed in 2012.

A Request for Proposals was issued May 12 and closed May 25 and two proposals were received by the deadline. Staff recommended the project be awarded to the lowest bidder.

**A-59/22**

Moved by T. Masschaele

Seconded by I. Rabbitts

*THAT the LPRCA Board of Directors approves retaining Ward & Uptigrove to conduct a Pay Equity and Compensation Review for \$16,000 with an estimate of \$3,325 in additional services for an estimated total cost of \$19,325 exclusive of HST.*

**CARRIED**

**A-60/22**

Moved by R. Chambers

Seconded by I. Rabbitts

*THAT the LPRCA Board of Directors does now enter into a closed session to discuss:*

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- *Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority*

**CARRIED**

The board reconvened in open session at 7:44 p.m.

**Adjournment**

The Chair adjourned the meeting at 7:45 p.m.

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John Scholten  
Chair

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Judy Maxwell  
General Manager/Secretary-Treasurer

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