



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of February 1, 2023**  
**Approved March 3, 2023**

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Members in attendance:

John Scholten, Chair	Township of Norwich
Michael Columbus, Vice-Chair	Norfolk County
Shelley Ann Bentley	Haldimand County
Dave Beres	Town of Tillsonburg
Doug Brunton	Norfolk County
Robert Chambers	County of Brant
Tom Masschaele	Norfolk County
Stewart Patterson	Haldimand County
Chris Van Paassen	Norfolk County
Rainey Weisler	Municipality of Bayham/Township of Malahide
Peter Ypma	Township of South-West Oxford

Regrets: none

Staff in attendance:

Judy Maxwell, General Manager  
Aaron LeDuc, Manager of Corporate Services  
Leigh-Anne Mauthe, Interim Manager of Watershed Services  
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, February 1, 2023.

**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 Minutes of January 11, 2023**

There were no questions or comments.

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

**A-13/23**

Moved by P. Ypma

Seconded by D. Brunton

*THAT the minutes of the LPRCA Board of Directors Meeting held January 11, 2023 be approved as circulated.*

**Carried**

**5. Business Arising**

No business arising from the previous minutes.

**6. Review of Committee Minutes**

**a) Lee Brown Marsh Management Committee (LBMMC) Meeting, August 16, 2022**

The August 16, 2022 LBMMC meeting ended at 5:20 p.m.

The 2022 feeding permits were not issued by Canadian Wildlife Service due to the Avian Flu outbreak. The Avian Flu was not detected at the marsh, and to staff's knowledge, there was no report of Avian Flu in the local area.

**A-14/23**

Moved by T. Masschaele

Seconded by M. Columbus

*THAT the minutes of the Lee Brown Marsh Management Committee meeting of August 16, 2022 be approved as amended.*

**Carried**

**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, 17 applications were approved in the past month. LPRCA-1/23, LPRCA-2/23, LPRCA-3/23, LPRCA-4/23, LPRCA-5/23, LPRCA-6/23, LPRCA-7/23, LPRCA-8/23, LPRCA-9/23, LPRCA-10/23, LPRCA-14/23, LPRCA- 15/23, LPRCA-16/23, LPRCA-17/23, LPRCA-19/23, LPRCA-20/23, and LPRCA-21/23.

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

Shelley Ann Bentley referred to application 4/23 for a new build that did not include a septic system plan and inquired about the LPRCA planning process if a septic system needs to be installed at a later date. L. Mauthe explained that an application/permit submitted for a new build that does not include septic plans would require a second application/permit if a septic system was to be installed.

**A-15-23**

Moved by R. Weisler  
Seconded by D. Brunton

*THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated February 1, 2023 as information.*

**Carried**

**b) 2022 Permit Application Turnaround Times**

The Interim Manager of Watershed Services reviewed the Planning Department's statistics for permit turnaround times from the past year.

In 2022, LPRCA approved 278 permits with 96% of the applicants receiving their permits within 15 days, and 100% receiving their permits within 30 days. The average permit turnaround time for minor applications in 2022 was 4.2 days, down from 10.7 days in 2021. The average permit turnaround time for major applications in 2022 was 4.9 days, a significant improvement from 21.3 days in 2021.

Staff will continue to evaluate all proposed Bills and regulation updates with respect to the updated *Conservation Authorities Act* and assess the impact to LPRCA.

**A-16-23**

Moved by D. Beres  
Seconded by S. Bentley

*THAT the LPRCA Board of Directors receives the 2022 Permit Application Turnaround Times Report as information.*

**Carried**

**9. New Business**

**a) General Manager's Report**

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

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Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

Staff were notified on January 4, 2023 that the Ontario Wetland Evaluation System was updated and came into effect January 1, 2023. Staff will provide a report to the board regarding the changes and impact to LPRCA.

The Planning Department processed 17 applications as of January 23, 2023 compared to 10 for the same period in 2022.

Camping reservations opened today and by 10 a.m. the reservations surpassed all opening day reservations of 2022.

**A-17/23**

Moved by T. Masschaele  
Seconded by C. Van Paassen

*That the LPRCA Board of Directors receives the General Manager's Report for January 2023 as information.*

**Carried**

**b) Years of Service Recognition**

Three staff members and one board member reached service milestones in 2022. They will be recognized at the 2023 Annual General Meeting on March 3, 2023.

**A-18/23**

Moved by R. Weisler  
Seconded by P. Ypman

*That the Years of Service Recognition Report be received as information.*

**Carried**

**c) 2023 Community Outreach**

The Marketing Coordinator provided an overview of communications, marketing and events for 2023.

Along with the annual brochures, social media content and marketing events, 2023 will feature "75 years in conservation" promotions and activities. Also, the Backus Historic Site will be staffed with heritage interpreters for the first time since the pandemic began, and staff are discussing with the Norfolk Militia the possibility of a return of the "War of 1812" event.

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Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

**A-19/23**

Moved by S. Bentley  
Seconded by D. Brunton

*THAT the LPRCA Board of Directors receives the 2023 Community Outreach report as information.*

**Carried**

**e) Timber Tender LP-349-23 Collver Wintermute Tract**

Tender packages were sent to various loggers, sawmill operators, and timber buyers with a closing date of January 27, 2023. Three bids were received by the deadline, and staff recommended the tender be awarded to the highest bidder.

**A-20/23**

Moved by S. Patterson  
Seconded by P. Ypma

*THAT the LPRCA Board of Directors accepts the tender submitted by Leonard Pilkey for marked standing timber at the Collver-Wintermute Tract– LP-349-23 for a total tendered price of \$86,360.00.*

**Carried**

**Adjournment**

The Chair adjourned the meeting at 7:20 p.m.

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John Scholten  
Chair

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Judy Maxwell  
General Manager/Secretary-Treasurer

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