



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of May 3, 2023
Approved June 7, 2023

Members in attendance:

John Scholten, Chair	Township of Norwich
Michael Columbus, Vice-Chair	Norfolk 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:

Shelley Ann Bentley	Haldimand County
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Staff in attendance:

Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Leigh-Anne Mauthe, Interim Manager of Watershed Services
Zachary Cox, Interim 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, May 3, 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 of April 5, 2023

There were no questions or comments.

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-45/23

Moved by C. Van Paassen
Seconded by T. Masschaele

THAT the minutes of the LPRCA Board of Directors Meeting held April 5, 2023 be adopted as circulated.

Carried

5. Business Arising

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, 21 applications were approved in the past month. LPRCA-54/23, LPRCA-60/23, LPRCA-61/23, LPRCA-62/23, LPRCA-63/23, LPRCA-64/23, LPRCA-65/23, LPRCA-66/23, LPRCA-67/23, LPRCA-68/23, LPRCA-69/23, LPRCA-71/23, LPRCA-73/23, LPRCA-74/23, LPRCA-75/23, LPRCA-76/23, LPRCA-77/23, LPRCA-78/23, LPRCA-79/23, LPRCA-80/23 and LPRCA-81/23

All of the staff-approved applications met the requirements as set out in LPRCA's policies for the administration of Section 28 of the *Conservation Authorities Act*.

A-46-23

Moved by D. Beres
Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated May 3, 2023 as information.

Carried

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9. New Business

a) General Manager's Report

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

The General Manager and the Vice-Chair attended the Conservation Ontario Annual General Meeting on April 3, 2023.

The Planning Department issued 41 permits as at April 25, 2023, down slightly from last year.

Bill 97 had first reading on April 6, 2023 and there was no schedule amending the *Conservation Authorities Act*. A staff report will be presented at the June meeting.

The Campgrounds were opened May 1, 2023 and to date there are 403 seasonal camping sites registered. Hiring is ongoing, and upgrades and seasonal repair work continues at all of the campgrounds.

Staff participated in two tree planting events in April. On April 22, in partnership with Norfolk County staff, a planting event was hosted with approximately 40 scouts to plant 2,750 trees. On April 27, LPRCA staff hosted 10 students from Glendale High School and 800 trees were planted.

A-47/23

Moved by R. Weisler

Seconded by S. Patterson

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

Carried

b) Q1 Financial Report – March 31, 2023

The Manager of Corporate Services reviewed the financials up to and including March 31, 2023.

Revenues to date represent 27.4% of the annual budget and expenditures 14.9%.

Planning revenues are down 4% from the previous year, Forestry revenues are currently projected to meet target, and the campgrounds are also currently projected to meet the year-end target.

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Overall, the Authority is in a positive financial position for the first quarter of 2023.

A-48/23

Moved by P. Ypma

Seconded by M. Columbus

THAT the LPRCA Board of Directors receives the Q1 Financial Report – March 31, 2023 for the period up to and including March 31st, 2023 as information.

Carried

c) LPRCA Strategic Plan 2024-2027

The current 2019-2023 Strategic Plan ends at the end of this year. Many elements of the current plan remain relevant with some minor updates needed.

Staff recommended a refresh of the 2019-2023 Strategic Plan, with input from staff and the board, for the 2024-2027 Strategic Plan.

A-49/23

Moved by D. Beres

Seconded by R. Weisler

THAT the LPRCA Board of Directors directs staff to review the 2019-2023 Strategic Plan and present the Board with a Strategic Plan Refresh for the 2024-2027 period.

Carried

d) Regulations Officer and Provincial Regulations Officer Appointment

Isabel Johnson, Resource Planner, recently completed a Level 1 Provincial Offences Officer training session. With this appointment, there will be two staff members appointed as LPRCA Regulations Officers and Provincial Offences Officers for the purpose of compliance and enforcement of Section 28 and 29 of the *Conservation Authorities Act*, and five staff members appointed for the purpose of compliance and enforcement of Section 29 of the *Conservation Authorities Act* and the *Trespass to Property Act*.

A-50/23

Moved by T. Masschaele

Seconded by D. Brunton

THAT the LPRCA Board of Directors appoint Isabel Johnson, Resource Planner, as an LPRCA Regulations Officer and Provincial Offences Officer for the purpose of compliance and enforcement of any regulation made under Section 28 and 29 of the

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Conservation Authorities Act and the Trespass to Property Act.

Carried

e) Vittoria Class Environmental Assessment RFP – Consulting Services

The Vittoria Dam, constructed between 1805 to 1810 and rebuilt in 1964, is showing noticeable deterioration. A Dam Safety Review was completed on the dam in 2014/2015 that identified a number of deficiencies and recommended an Environmental Assessment (EA) to address a number of concerns and provide solutions for the dam based on the potential for significant environmental effects. An application for funding was submitted to the Water and Erosion Control Infrastructure (WECI) program, and LPRCA was successful in their request for funding receiving approval for 50% of the total costs to a maximum of \$75,000. The remaining 50% was included in the 2023 capital.

A Request for Proposal (RFP) was issued for the Vittoria Dam Class EA project and four proposals were received by the deadline. Three of the proposals met the RFP requirements and staff recommended the tender be awarded to Matrix Solutions Inc.

Matrix’s proposal most aligned with the project requirements and schedule.

A-51/23

Moved by C. Van Paassen
Seconded by D. Brunton

THAT the LPRCA Board of Directors approve retaining Matrix Solutions Inc. for engineering services to complete a Class EA for Remedial Flood and Erosion Control Projects for the Vittoria Dam at a cost of \$138,450 exclusive of HST plus \$960 per additional meeting, if required.

Carried

The closed session began at 7:12 p.m.

10. Closed Session

A-52/23

Moved by R. Weisler
Seconded by T. Masschaele

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

- Personal matters about an identifiable individual, including employees of the Authority

Carried

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

The board reconvened in open session at 7:20 p.m.

The Board approved the closed meeting minutes of April 5, 2023 in the closed session.

Adjournment

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

John Scholten
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/dm

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