



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of June 7, 2023
Approved July 5, 2023

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, 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, June 7, 2023.

2. Additional Agenda Items

There were no additional agenda items.

3. Declaration of Conflicts of Interest

None were declared.

4. Delegation

a) Turkey Point Mountain Bike Club (Sherri Shira)

The Turkey Point Mountain Bike Club (TPMBC) is a not for profit organization consisting of trail bike riders with an annual membership ranging between 400 and 600 members. The TPMBC operates within the International Mountain Biking Association guidelines.

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There has been an agreement between LPRCA and the TPMBC since 2012 to access the Anderson tract for bike trails. The current agreement ends later this year and Ms. Schira offered an apology on behalf of the TPMBC for not seeking approval for the previous misunderstanding regarding trail development on LPRCA land. The TPMBC advised that they are committed to working with LPRCA staff to be able to obtain a new agreement to continue trail riding activities within the Anderson tract.

Two cheques totaling \$3,000 were presented by Club President, Claude LaPrairie, to General Manager, Judy Maxwell, to help with the invasive species control within the Anderson tract.

A-53/23

Moved by T. Masschaele
Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the presentation from the Turkey Point Mountain Bike Club as information.

Carried

5. Minutes of the Previous Meeting

a) Board of Directors Meeting of April 5, 2023

There were no questions or comments.

A-54/23

Moved by D. Beres
Seconded by Rainey Weisler

THAT the minutes of the LPRCA Board of Directors Meeting held May 3, 2023 be adopted as circulated.

Carried

6. Business Arising

No business arising from the previous minutes.

7. Review of Committee Minutes

a) Lee Brown Marsh Management Committee – December 16, 2022

There were no questions or comments.

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A-55/23

Moved by M. Columbus
Seconded by S. Patterson

THAT the minutes of the Lee Brown Marsh Management Committee meeting held December 16, 2022 be adopted as circulated.

Carried

b) Draft Audit and Finance Committee – May 18, 2023

A-56/23

Moved by Rainey Weisler
Seconded by C. Van Paassen

THAT the draft minutes of the Audit and Finance Committee meeting held May 19, 2023 be adopted as circulated.

Carried

8. Correspondence

There was no correspondence presented for review.

9. Development Applications

a) Section 28 Regulations Approved Permits

Through the General Manager's delegating authority, 24 applications were approved in the past month. LPRCA-58/23, LPRCA-70/23, LPRCA-72/23, LPRCA-82/23, LPRCA-83/23, LPRCA-84/23, LPRCA-85/23, LPRCA-86/23, LPRCA-87/23, LPRCA-88/23, LPRCA-89/23, LPRCA-90/23, LPRCA-91/23, LPRCA-92/23, LPRCA-93/23, LPRCA-94/23, LPRCA-95/23, LPRCA-96/23, LPRCA-97/23, LPRCA-98/23, LPRCA-99/23, LPRCA-100/23, LPRCA-101/23, and LPRCA-102/23.

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-57/23

Moved by S. Bentley
Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated June 7, 2023 as information.

Carried

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10. New Business

a) General Manager's Report

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

The Planning Department issued 63 permits as at May 31, 2023, down slightly from last year, has provided comments to municipal staff on 58 planning applications. Sarah Pointer has been hired as the Curator at Backus.

A board member asked how staffing at the parks was this year. The board was notified that staffing is much better than it has been over the last couple of years but there are still a couple of positions to be filled. Also, there were two recent resignations by a park supervisor and assistant park supervisor that will need to be filled.

A-58/23

Moved by Rainey Weisler

Seconded by C. Van Paassen

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

Carried

b) Cost Apportioning Agreements for Category 3 Programs and Services

To comply with the amended *Conservation Authorities Act*, LPRCA completed an Inventory of Programs and Services and categorized the programs and services into three categories. Under the new regulations, Category 3, other programs and services that LPRCA determines are advisable, can only be funded in whole or in part with municipal levy only if there is a cost-apportioning agreement with each municipality.

A-59/23

Moved by S. Patterson

Seconded by D. Brunton

THAT the LPRCA Board of Directors direct staff to request feedback from municipal staff on the draft Cost Apportioning Agreement for Category 3 Programs and Services prior to its circulation to Member Municipal Councils for consideration.

Carried

c) Legislative Update and Comments – ERO Posting 019-6813

On April 6, the government released a proposed Provincial Planning Statement to replace the Provincial Policy Statement and A Place to Grow: Growth Plan for the

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Greater Golden Horseshoe. The Environmental Registry of Ontario (ERO) post was open for a 60-day commenting period due to close June 5, 2023. The deadline has since been extended to August 4, 2023.

Comments were submitted by LPRCA to the ERO prior to the deadline and can be found in the staff report to the board.

A-60/23

Moved by T. Masschaele

Seconded by D. Beres

THAT the LPRCA Board of Directors receives the “Review of proposed policies adapted from A Place to Grow and Provincial Policy Statement to form a new provincial planning policy instrument” and the associated submission to the Environmental Registry of Ontario as information.

Carried

d) Audit and Finance Committee Terms of Reference

The current Audit and Finance Committee Terms of Reference is included in the Personnel Policy, Part 2, Section 32. The objective is to update the Terms of Reference to align with the Administrative By-Law and remove it from the Personnel Policy as a separate policy.

The Draft Terms of Reference was presented and approved to be forwarded to the Board for approval at the May 18, 2023 Audit and Finance Committee meeting.

A-61/23

Moved by D. Beres

Seconded by R. Weisler

THAT the Audit and Finance Committee Terms of Reference Part 2 Section 32 of the LPRCA Personnel Policy be removed;

AND

THAT the Draft Audit and Finance Committee Terms of Reference be approved as presented.

Carried

e) Education Centre Exterior Upgrades

The Conservation Education Centre was built in 1991. Various repairs and upgrades have been achieved with funding from grants and donations. A barrier free ramp,

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accessible entrance doors and two washrooms were upgraded with funding received from the Enabling Accessibility Grant Program. The renovation of the classroom, exhibit area and meeting space, upgraded electrical and lighting, new flooring, and new signage were funded by the Tourism Relief Fund in 2022.

To continue with the upgrades, staff requested quotes from contractors and was able to obtain one from PK Construction who had the contract for the accessibility upgrades.

A-62/23

Moved by C. Van Paassen

Seconded by P. Ypma

THAT the LPRCA Board of Directors approves retaining PK Construction Inc. for the replacement of the concrete entrance stairs, new steel rail guards to the elevated landing, and barrier free ramp for \$30,500,

AND

THAT the LPRCA Board of Directors approves retaining PK Construction Inc. for the replacement of existing louvres and flashing around the dormers, cupolas, and gable ends for \$28,600,

AND

THAT the LPRCA Board of Directors approves the use of \$50,880 from the Education Centre Internally Restricted Reserve and \$8,220 from the Backus Woods Endowment Fund deferred interest revenue.

Carried

f) Big Otter Creek Floodplain Mapping Study - RFP

The floodplain mapping project consists of mapping a portion of the Big Otter Creek from Tillsonburg to Calton Line in the Municipality of Bayham. Mapping for the Big Otter Creek from Norwich to Tillsonburg and Calton Line to Port Burwell was completed in 2020. The updated flood hazard mapping will support the flood forecasting and warning in flood-prone communities, and the MNRF Lake Erie Management Unit's fish habitat studies on Big Otter Creek.

A Request for Proposal (RFP) was issued for the Big Otter Creek Floodplain Mapping Study and 10 proposals were received by the deadline. All of the proposals met the RFP requirements and, as a result of the evaluation process, staff recommended the tender be awarded to Aquafor Beech Limited.

The project was included in the 2023 Approved Capital Budget to be funded 50/50 in partnership with the Ministry of Natural Resources and Forests (MNRF) Lake Erie

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Management Unit. The MNR Lake Erie Management Unit has received additional funding and their commitment is \$40,000 or 76% of the approved budget.

A-63/23

Moved by Rainey Weisler

Seconded by D. Beres

THAT the LPRCA Board of Directors approve retaining Aquafor Beech Ltd. for engineering services to complete the Big Otter Creek Floodplain Mapping Study at a cost of \$51,930 exclusive of HST.

Carried

The closed session began at 8:05 p.m.

11. Closed Session

A-64/23

Moved by R. Weisler

Seconded by S. Patterson

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

- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority

Carried

The board reconvened in open session at 8:58 p.m.

The closed meeting minutes of May 3, 2023 was approved in the closed session.

Adjournment

The Chair adjourned the meeting at 9:00 p.m.

John Scholten
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/dm

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