



BOARD OF DIRECTORS MEETING
Wednesday, June 4, 2025 @ to follow Hearings
Tillsonburg Administration Office

AGENDA

Agenda Page

1. Welcome and Call to Order
2. Additional Agenda Items
3. Approval of Agenda
4. Declaration of Conflicts of Interest
5. Minutes of the Previous Meeting:
 - a) Source Protection Authority Meeting Minutes – May 7, 2025 **1-4**
 - b) Board of Directors Meeting – May 7, 2025 **5-10**
6. Business Arising from the previous minutes: None
7. Review of Committee Minutes:
 - a) Lee Brown Marsh Management Committee – January 3, 2025 **11-13**
8. Correspondence: None
9. Planning Department:
 - a) Section 28 Regulations Approved Permits (L. Mauthe) **14-21**
10. New Business:
 - a) General Manager's Report (J. Maxwell) **22-30**
 - b) 2025 Tree Planting Report (P. Gagnon) **31-32**
 - c) Admin By-Law Update (A. LeDuc) **33-69**
 - d) Marshall Estate Donation (A. LeDuc) **70-71**
11. Closed Session
 - a) Closed Session Minutes of May 7, 2025 **1-3**
 - b) Adjournment of Closed Session

Next Meeting: Board of Directors, July 2, 2025, 6:30pm

Adjournment



LONG POINT REGION SOURCE PROTECTION AUTHORITY Meeting Minutes of May 7, 2025

Members in attendance:

Dave Beres, Chair
Doug Brunton, Vice-Chair
Shelley Ann Bentley
Robert Chambers
Michael Columbus
Tom Masschaele
Debera McKeen
Jim Palmer
Chris Van Paassen
Rainey Weisler
Peter Ypma

Town of Tillsonburg
Norfolk County
Haldimand County
County of Brant
Norfolk County
Norfolk County
Haldimand County
Township of Norwich
Norfolk County
Municipality of Bayham/Township of Malahide
Township of South-West Oxford

Regrets: None

Staff in attendance:

Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Leigh-Anne Mauthe, Manager of Watershed Services
Saifur Rahman, Manager of Engineering and Infrastructure
Jessica King, Social Media and Marketing Associate
Nicole Sullivan, HR Coordinator/Executive Assistant

Guests in attendance:

Shari Dahmer, Source Protection Program Manager
Kaitlyn Rosebrugh, Source Protection Program Coordinator

1. Welcome and Call to Order

The meeting was called to order at 6:00 p.m.

New Long Point Region Conservation Authority Board member Debera McKeen was introduced to the Board.

2. Additional Agenda Items

There were no additional agenda items.

3. Approval of the Agenda

SPA- 1/25

moved: J. Palmer

seconded: P. Ypma

THAT the Long Point Region Source Protection Authority approves the agenda as circulated.

Carried

SOURCE PROTECTION AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Rainey Weisler, Chris Van Paassen, Peter Ypma

4. Disclosures of Conflicts of Interest:

None were declared.

5. Approval of Minutes

SPA- 2/25

moved: M. Columbus

seconded: D. McKeen

There were no errors or omissions noted in the minutes.

THAT the minutes of the Long Point Region Source Protection Authority held May 1, 2024 be adopted as circulated.

Carried

6. Business Arising

There was no business arising from the previous minutes.

7. Correspondence

- a) Source Protection Committee re: Annual Progress Reporting.

SPA- 3/25

moved: C. Van Paassen

seconded: S. Bentley

THAT the correspondence outlined in the Long Point Region Source Protection Authority Agenda of May 7, 2025 be received as information.

Carried

8. New Business

- a) Submission of the 2024 Long Point Region Annual Progress Report and Supplemental Form

*R. Weisler entered the meeting at 6:08 pm

Saifur Rahman presented the report and introduced Shari Dahmer (Source Protection Program Manager) and Kaitlyn Rosebrugh (Source Protection Program Coordinator) from the Lake Erie Source Protection Region.

Peter Ypma asked about page 3 of the annual report and wanted clarification on the meaning of the sentence: "two significant drinking water threat activities related to the handling and storage of dense non-aqueous phase liquids and organic solvents"

SOURCE PROTECTION AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Rainey Weisler, Chris Van Paassen, Peter Ypma

Shari Dahmer explained to the board that this refers to a class of organic chemicals, like motor oil, when we identify these threats for drinking water source protection, the technical rules in the Clean Water Act, 2006, allows for rules and a list of activities where these chemicals may be used. These are chemicals that the committee does not want to see in drinking water.

Peter Ypma asked staff why we decided to decline to answer some of the questions listed in the form, and how is that acceptable and if the Ministry was satisfied with this response. Shari Dahmer informed the Board that the same response was given for all four of the Conservation Authorities that are captured by the Lake Erie Source Protection Authority (Long Point Region CA, Grand River CA, Kettle Creek CA, Cat Fish Creek CA). The response has been the standing position of the committee to not provide responses to optional questions due to the expense of staff time and resources and the questions did not contribute to the plans nor provide new information. The Ministry has had no issues in the past with the non-responses and have given no further feedback on the non-responses.

Doug Brunton asked about the Simcoe Well Supply as listed on page 15 of the Appendix and the nitrate levels of that well and how that compares to Lake Erie. Shari Dahmer was less familiar with the levels of nitrate in Lake Erie as the focus of the committee was on the Lake Erie Source protection, the tributaries and water supply that flows to Lake Erie.

Peter Ypma notes that Source Water is very important and if anything goes wrong with the water in the area it can have a significant impact. Peter Ypma asks staff to identify what is the primary threat to drinking water in the area, how it is being address, and what can be done. Shari Dahmer informs the Board that there are 22 significant threats under of the Clean Water Act and these committees create and implement policies across multiple levels of government to manage the threats and to bring the threat level to zero. The Long Point Region Source Protection is currently going through a comprehensive update under Section 36 of the Clean Water Act to look at these threats to determine how many of them have been managed, how many may no longer be there, and any new ones that have come up. This update should come forward in the next year or two. All current policies are implemented or in progress and most have to do with risk management, especially in the agricultural sector. The ones in progress tend to be risk management plans which also involves the municipality and the landowner, which can be a lengthy progress if the landowner changes, or activities on the land change.

Peter Ypma asked staff how landowners are made aware of issues that they may view as standard practice, but in actuality are a threat to drinking water. Shari Dahmer informs the Board that there are many processes that involve the municipality from public consultations, to risk management. If a landowner is identified as being in an area of risk, the municipality will reach out to begin negotiations towards aligning with the drinking safety plans.

Robert Chambers asked staff why Brant County was not listed in the progress for assessing risk. Shari Dahmer informed Robert Chambers that Brant County has no

SOURCE PROTECTION AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Rainey Weisler, Chris Van Paassen, Peter Ypma

vulnerable areas in the Long Point Region, but does have some in Grand River Region, and Brant County can be found on the Grand River Region submission.

SPA-5/25

moved: C. Van Paassen
seconded: T. Masschaele

THAT the Long Point Region Source Protection Authority is satisfied that the 2024 Long Point Region Annual Progress Report and Supplemental Form meets the requirements of S.46 of the Clean Water Act, 2006 and any Director's instructions established under O. Reg. 287/07 S.52.;

AND

THAT Lake Erie Region staff be directed to submit the 2024 Long Point Region Annual Progress Report and Supplemental Form to the Director of Conservation and Source Protection, Ministry of the Environment, Conservation and Parks along with any Source Protection Committee comments, in accordance with S.46 of the Clean Water Act, 2006 and any Director's instructions established under O. Reg. 287/07 S.52.

Carried

The meeting was adjourned at 6:30 p.m.

Dave Beres
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/ns

SOURCE PROTECTION AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Rainey Weisler, Chris Van Paassen, Peter Ypma



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of May 7, 2025

Members in attendance:

Dave Beres, Chair
Doug Brunton, Vice-Chair
Shelley Ann Bentley
Robert Chambers
Michael Columbus
Tom Masschaele
Debera McKeen
Jim Palmer
Chris Van Paassen
Rainey Weisler
Peter Ypma

Town of Tillsonburg
Norfolk County
Haldimand County
County of Brant
Norfolk County
Norfolk County
Haldimand County
Township of Norwich
Norfolk County
Municipality of Bayham/Township of Malahide
Township of South-West Oxford

Regrets: None

Staff in attendance:

Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Leigh-Anne Mauthe, Manager of Watershed Services
Saifur Rahman, Manager of Engineering and Infrastructure
Jessica King, Social Media and Marketing Associate
Nicole Sullivan, HR Coordinator/Executive Assistant

1. Welcome and Call to Order

The Chair called the meeting to order at 6:30p.m., Wednesday, May 7, 2025.

2. Additional Agenda Items

A-58/25

Moved by M. Columbus
Seconded by R. Weisler

THAT LPRCA Board of Directors add (D), Wind Turbines, under Section 10: New Business.

Carried

Approval of the Agenda

A-59/25

Moved by P. Ypma
Seconded by D. McKeen

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

THAT the LPRCA Board of Directors approves the agenda as amended.

Carried

3. Declaration of Conflicts of Interest

T. Masschaele, M. Columbus, D. Brunton, and C. Van Paassen declared a conflict with a closed agenda item.

4. Minutes of the Previous Meeting

a) Board of Directors Hearing Board Meeting April 2, 2025

A-60/25

Moved by R. Weisler

Seconded by M. Columbus

THAT the minutes of the LPRCA Board of Directors Hearing Board meeting held April 2, 2025 be adopted as circulated.

Carried

b) Board of Directors Meeting April 2, 2025

A-61/25

Moved by R. Weiser

Seconded by D. McKeen

THAT the minutes of the LPRCA Board of Directors meeting held April 2, 2025 be adopted as circulated.

Carried

5. Business Arising

There was no business arising from the previous minutes.

6. Review of Committee Minutes

No committee minutes presented.

7. Correspondence

A letter of thank you from Minister Mike Harris and Minister Todd McCarthy, along with the media release from Conservation Ontario Board of Directors for 2025 were included in the package.

A-62/25

Moved by S. Bentley

Seconded by J. Palmer

THAT the correspondences outlined in the Board of Directors agenda of May 7, 2025 be

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

received as information.

Carried

8. Development Applications

a) Section 28 Regulations Approved Permits (L. Mauthe)

Leigh-Anne Mauthe presented the approved permits report.

Jim Palmer asked staff about application #73/25 and for clarification on propeller-wash. Leigh-Anne Mauthe informed the Board that propeller-wash is a practice where a person takes a boat out and spins the propellers of the boat to clear sediment from the area. Doug Brunton asked staff about application #59/25 and asked what the development on the Queensway in Simcoe is. Leigh-Anne Mauthe informed the board that it was for Enbridge gas to add a gas line to the new apartments.

Jim Palmer asked staff about the timelines of doing work and if staff deal with the length of time to do a project. Leigh-Anne Mauthe informed the Board that LPRCA permits are issued for two years and the work is to be done within those two years, but LPRCA staff have no control of the timeline of projects themselves.

A-63/25

Moved by J. Palmer

Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated May 7, 2025 as information.

Carried

9. New Business

a) General Manager's Report (J. Maxwell)

Judy Maxwell provided a report summarizing operations this past month and provided a few recent updates.

Chris Van Paassen asked staff if LPRCA was under the Ministry of the Environment, Conservation and Parks (MECP) again. Judy Maxwell informed the Board that yes, Conservation Authorities have been moved back to the MECP, however no correspondence about the responsibilities or official rollout of information has been shared. Currently, LPRCA is sticking to the status quo for submissions until more information is shared.

Shelley Ann Bentley informed staff and the Board that for Bill 5 there will be public hearings in May.

Peter Ypma asked staff about the restoration at Lower Big Creek and if there was any public activity on the land that was being restored. Judy Maxwell informed the Board that on the other side of the Lower Big Creek CA there is a better parking lot and access to the creek.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

Mike Columbus asked about the changes to the Conservation Ontario Board of Directors and if staff had noticed quicker changes in the board year over year as none of the names were recognizable. Judy Maxwell informed the Board that with the new appointment process of only 2 years instead of 4 years many of the Board will rotate more.

A-64/25

Moved by T. Masschaele

Seconded by D. McKeen

THAT the LPRCA Board of Directors receives the General Manager's Report for March 2025 as information.

Carried

b) Q1 Financial Report (A. LeDuc)

Aaron LeDuc presented the Q1 Financial report.

Doug Brunton asked staff about the lawyer inquiries. Leigh-Anne Mauthe informed the Board those inquiries are in regard to title searches and are meant to show active violations on the property and if the property is regulated by LPRCA. Lawyer's inquiries are up and down depending on the market.

Peter Ypma asked staff if an additional column could be added to the financial reports to show the percentage of the total budget spent to help the members see where the expenses are in regard to the budget for the year. Aaron LeDuc responded in the affirmative.

A-65/25

Moved by R. Weisler

Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the Q1 Financial Report – March 31, 2025 for the period up to and including March 31st, 2025 as information.

Carried

c) Lehman Dam – Dam Safety Review (S. Rahman)

Saifur Rahman presented the Lehman Dam, Dam Safety Review tender results to the Board.

Mike Columbus asked staff where the firm is from and what experience does the firm have as AHYDTECH's bid was significantly lower than the others. Saifur Rahman informed the Board that they are from Guelph and that the firm meets all the requirements of the RFP. Judy Maxwell added that another Conservation Authority had also worked with AHYDTECH on a similar project and they gave the firm a positive review, and other references were checked.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

Doug Brunton asked if the WECl funding covers \$50,000 of the \$62,060 of the review cost. Saifur Rahman responded saying that WECl covers 50% of the spent money. Judy Maxwell added that the \$100,000 budget from WECl was a cost estimate based on past experiences, the WECl grant will cover 50% of the spent cost which will be the dam safety review and staff expenses.

A-66/25

Moved by J. Palmer

Seconded by S. Bentley

THAT the LPRCA Board of Directors approve retaining AHYDTECH Geomorphic Ltd. for engineering services to undertake a Dam Safety Review of the LPRCA Lehman Dam at a cost of \$62,060.00 exclusive of HST.

Carried

d) Wind Turbines (Added)

Peter Ypma asked Board and Staff for some information on Wind Turbines as there is a proposed development going up in the Township of South-West Oxford. Judy Maxwell informed the Board that LPRCA has never had to review wind turbines, only consulted on the construction of one if they are in a regulated area. Leigh-Anne Mauthe added that LPRCA reviewed the construction of one in Houghton, but only had to view it in regards to the regulated area and to be sure their life span does not exceed the shoreline erosion. From a regulation standpoint, LPRCA only becomes involved if a wind turbine is being built within 30m of a regulated area and LPRCA can only look at the hydraulic function and impact not at the flora and fauna impact.

Shelley Ann Bentley advised Peter Ypma to look at the town of Dresden to see about the issues the town was having with turbines.

Mike Columbus and Chris Van Paassen added that negotiating some good out of the wind turbines going in would benefit the community.

Jim Palmer noted that no complaints have been received in regard to turbines put up in his ward since the wind turbines were installed, before the turbines were installed there was out-cry, but since the construction no complaints to the mayor's office.

The closed session began at 7:15 p.m.

*S. Rahman left the meeting at 7:15 p.m.

10. Closed Meeting

A-67/25

Moved by R. Weisler

Seconded by T. Masschaele

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

- a) Litigation or potential litigation, including matters before administrative tribunals (e.g.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

- b) Local Planning Appeal Tribunal), affecting the Authority;
Advice that is subject to solicitor-client privilege.

Carried

The Board reconvened in open session at 7:57p.m.

Next meeting: June 4, 2025, Board of Directors at 6:30 p.m.

Adjournment

The Chair adjourned the meeting at 7:58 p.m.

Dave Beres
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/ns

DRAFT

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

LONG POINT REGION CONSERVATION AUTHORITY
Lee Brown Marsh Management Committee Minutes of January 3, 2025
Approved May 15, 2025

The Lee Brown Marsh Management Committee (LBMMC) met at the Marsh residence, Port Rowan, on Friday, January 3, 2025.

Members present: Chair Tom Haskett, Doug Brunton, Michael Columbus, Larry Chanda, and Lou Kociuk

Staff present: Judy Maxwell, General Manager, and Kim Brown, Marsh Manager

Regrets: none

1. Welcome and call to order

Chair Haskett called the meeting to order at 1:30 p.m.

2. Additional Agenda Items

No additional agenda items were brought forth.

LB-1/25

Moved by L. Chanda

Seconded by D. Brunton

THAT the Lee Brown Marsh Management Committee approves the agenda as circulated.

Carried

3. Declarations of Conflicts of Interest:

None declared.

4. Minutes of the Previous Meeting

There was discussion to have staff put together the history of the work completed for the control of phragmites.

LB-2/25

Moved by M. Columbus

Seconded by L. Kociuk

THAT the minutes of the Lee Brown Marsh Management Committee meeting held August 20, 2024 be adopted as circulated.

COMMITTEE MEMBERS
K. Brown, D. Brunton, L. Chanda,
M. Columbus, T. Haskett, L. Kociuk

5. Business Arising:

a) Capital Reserve Update

Judy Maxwell advised the Committee that the Board of Directors passed motion A-108/24 to have 70% of LBWMA surplus transferred at year-end annually to the LBWMA Capital Reserve.

LB-3/25

Moved by L. Kociuk

Seconded by D. Brunton

THAT the Lee Brown Marsh Management Committee receives the Capital reserve Update as Information.

Carried

6. Correspondence

There was no correspondence.

7. New Business:

a) Marsh Manager's Update

1. Fall Hunt 2024

- October 2024 was not a good month for duck numbers, with a noticed decline in wood ducks. Water was pumped for the first time in the fall for 2 weeks.

2. Drainage

- There are issues with the drainage in the one agricultural field that is rented.
- The committee discussed options to deal with the water retention issues on the field. Options brought forward were: a municipal drain agreement; a private agreement; and a quote from Brad Dedrick to drain the field.

3. General Updates

- Kim Brown informed the committee that patches of phragmites have reappeared in the Marsh and that this invasive species will need to be addressed. There are two funding options open currently and will be applied to, the Invasive species funding due by January 15th and the Phragmites funding due by February 12th.
- A discussion was had about renting versus purchasing spray equipment and the possible sources of funding available.
- Kim Brown noted that the bearings need to be replaced in both pumps and

COMMITTEE MEMBERS
K. Brown, D. Brunton, L. Chanda,
M. Columbus, T. Haskett, L. Kociuk

- the floor deck needs to be replaced.
- The committee discussed the impacts of avian flu on the area and what that may mean for feeding permits in 2025. Kim Brown will reach out to Dr. Scott Petrie regarding his research into the impacts of the avian flu.

LB-4/25

Moved by D. Brunton

Seconded by L. Kociuk

THAT the Lee Brown Marsh Management Committee receives the Marsh Manager's Update as information.

Carried

b) Financial Summary

*D. Brunton left the meeting at 2:48p.m.

Judy Maxwell presented the financial summary to December 31, 2024. There was discussion about the mud motor and it was suggested that prices should be obtained for replacement.

LB-5/25

Moved by M. Columbus

Seconded by D. Brunton

THAT the Lee Brown Marsh Management Committee receives the Financial summary report as information.

Carried

The Chair adjourned the meeting at 3:10 p.m.

Tom Haskett
LBMMC Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/ns

COMMITTEE MEMBERS
K. Brown, D. Brunton, L. Chanda,
M. Columbus, T. Haskett, L. Kociuk



LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

Date: June 4, 2025

File: 3.3.1

To: Chair and Members,
LPRCA Board of Directors

From: General Manager, LPRCA

Re: **Section 28 Regulation Approved Permits**
Prohibited Activities, Exemptions and Permits (O. Reg. 41/24)

Recommendation:

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report as information.

Strategic Direction:

Strategic Direction # 1 – Protect People and Property from Flooding and Natural Hazards
Strategic Direction # 2 – Deliver Exceptional Services and Experiences
Strategic Direction # 4 – Organizational Excellence

Background:

Application# LPRCA-8/25

80 New Lakeshore, Norfolk County – Port Dover

- The proposed work – to replace the existing 20m² (215ft²) observation deck, the same size and in the same location.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The application was reviewed by a professional engineer with expertise in geotechnical processes,
- The application was designed to minimize the risk of structural failure and/or property damage,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie Erosion hazard and this proposal will not negatively affect slope stability or the control of erosion.

Application# LPRCA-25/25

Plan 7267, Lots 46-57, 13 Pike Lane, Haldimand County - Rainham

- The proposed work – to lift an existing 37.2 m² (400 ft²) cottage and install a new foundation on piers,

- A satisfactory site plan and engineered construction drawings were submitted in support of the application,
- There is no feasible alternative site outside of the Lake Erie Shoreline Flooding Hazard,
- The top of foundation is at or above the floodproofing standard of 177.25m CGVD28,
- The foundation is designed to address the risk of structural failure due to potential hydrodynamic pressures, and
- The application is within the Lake Erie Flooding Hazard and the control of flooding will not be negatively impacted by the proposed development.

Application# LPRCA-54/25 REVISED

Plan 18072, Lot 19, 38 Hickory Beach Lane, Haldimand County – Walpole

- The proposed work – to replace the residential dwelling that was destroyed by fire with a 132m² (1,429ft²) dwelling.
- The revisions include locating the holding tank in the backyard instead of the front yard as per Haldimand County's requirements.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The existing structure is setback from the top of stable slope and located in the area of least risk,
- Maintenance access is provided along the shoreline,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie Erosion hazard allowance and this proposal will not negatively affect the control of erosion.

Application# LPRCA-71/25

Plan 128, Lots 83-84, 4 Tom Millar Lane, Norfolk County - Charlotteville

- The proposed work – to remove 170m³ of topsoil across a 429.2m² (4,620ft²) area and place 227m³ of Granular A & B to facilitate the installation of a two-pad pickleball court,
- A satisfactory site plan and details were submitted in support of the application,
- There is no alternative site outside of the Lake Erie Shoreline Flooding and Erosion Hazards,
- No fill will be stockpiled on-site,
- The application is within the Area of Interference of a Provincially Significant Wetland and the development will not have a negative or adverse impact on the hydrological function of the wetland,
- The control of flooding and erosion will not be negatively impacted by the development, and
- The application is within the Lake Erie Shoreline Flooding and Erosion Hazards and the risk of creating new hazards or aggravating existing hazards as a result of the development is negligible.

Application# LPRCA-78/25

Plan 1092, Lot 4, 142 Wolven Street, Norfolk County – Port Rowan

- The proposed work – to construct a 44.6 m² (480 ft²) pavilion attached to the rear of an existing detached garage,

- A satisfactory site plan and engineered construction drawings were submitted in support of the application,
- The development is setback at least 6 m from the stable top of slope, and
- A maintenance access will be retained, and
- The application is within the Lake Erie Shoreline Erosion Hazard Allowance and the development will not negatively impact the control of erosion or flooding.

Application# LPRCA-80/25

Concession 1, Lot 11, 1 B Chatham Street, Elgin County – Port Burwell

- The proposed work – to recognize the dredging of approximately 1900 cubic metres of sand/organic material from Big Otter Creek.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- Material removed was deposited on the lot near the Harbour wall to dry and will be spread out on the lot to a uniform depth, excluding the riverine floodplain,
- The susceptibility to natural hazards is not increased or new hazards created,
- There will be no adverse impacts on the natural shoreline processes of Lake Erie,
- The application is an alteration to the watercourse and there will be no adverse hydraulic or fluvial impacts,
- The application is within the riverine flooding hazard and this proposal will not negatively impact the control of flooding, and
- The application is within the Lake Erie flooding and this proposal will not negatively impact the control of flooding or erosion.

Application# LPRCA-81/25

Plan 374, Lot 8, 56 Ridgewood Drive, Norfolk County – Charlotteville

- The proposed work – to construct a 94m² (1,020 ft²) two storey garage with area for storage and a rooftop deck.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The structure has a floor area of less than 100m²,
- There is no opportunity for the structure to be converted into habitable space,
- There is no feasible alternative site outside the Lake Erie Shoreline Flooding Hazard,
- The susceptibility to natural hazards is not increased or new hazards created, and
- The application in within the Lake Erie shoreline flooding hazard and this proposal will not negatively affect the control of flooding.

Application# LPRCA-83/25

Concession 10, Lot 6, 1434 Windham Road 10, Norfolk County – Windham

- The proposed work – to construct a 120.8m² (1,300 ft²) detached garage and to recognize the adjusted location of a previously constructed dwelling,
- A satisfactory site plan and engineer designed construction drawings were submitted in support of the application,
- The application is within the Riverine Erosion Hazard Allowance and there will not be any impact to existing and future slope stability,

- Access into and through the valley will not be prevented as a result of the development,
- The development maintains a 6m setback from the Riverine Erosion Hazard, and
- The risk of creating new Riverine Erosion Hazards or aggravating existing hazards as a result of the development are negligible.

Application# LPRCA-85/25

Concession 5, Lot 34, 53270 John Wise Line, Elgin County – Bayham

- The proposed work – to construct a 143m² (1,548ft²) addition to the existing shop.
- A satisfactory site plan and construction details were submitted in support of this application,
- The risk of creating new riverine erosion hazards or aggravating existing riverine erosion hazards as a result of the development is negligible,
- Access into and through the valley for maintenance will not be prevented, and
- The application is within the riverine erosion hazard allowance and this proposal will not negatively affect the slope stability.

Application# LPRCA-86/25

Concession 1, Lot 12, 4 Beach Road, Haldimand County – Rainham

- The proposed work – to raise the existing vacation home and install new concrete footing and a new 8-inch masonry block foundation wall.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The top of foundation elevation is above the floodproofing elevation,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline flooding hazard allowance and this proposal will not negatively affect the control of flooding.

Application# LPRCA-87/25

Concession 11, Lot 8, 257 Quarter Town Line, Oxford County - Tillsonburg

- The proposed work – to construct a 253.3 ft² (23.5 m²) addition on the front of an existing dwelling,
- A satisfactory site plan and engineered construction drawings were submitted in support of the application,
- The risk of creating new Riverine Erosion Hazards or aggravating existing hazards as a result of the development are negligible,
- The application maintains a 6 metre setback from the Riverine Erosion Hazard, and
- Access into and through the valley for preventative actions or maintenance during an emergency will not be prevented, and
- The application is within the Riverine Erosion Hazard Allowance and the development will not impact existing and future slope stability.

Application# LPRCA-88/25

Concession 1, Lot 23, 251 Blue Water Parkway, Haldimand County - Walpole

- The proposed work – to construct a 38.5 m² (414 ft²) detached garage and to recognize the revised location of a previously constructed cottage,

- A satisfactory site plan and engineer designed construction drawings were submitted in support of the application,
- There is no alternative site outside of the Regulated Area,
- The proposed garage is no closer to the lake than the existing cottage,
- The risk of creating new Lake Erie Shoreline Erosion Hazards or aggravating existing hazards as a result of the development is negligible, and
- The application is within the Lake Erie Shoreline Erosion Hazard Allowance and the control of erosion will not be impacted by the development.

Application# LPRCA-90/25

Concessions 8-9, Lots 15-16, 18 & 22, Ostrander Road, Keswick Road & Dereham Line, Oxford County – Township of South-West Oxford

- The proposed work – to install fiberoptic cable along the roadside R.O.W. requiring the crossing of five watercourses via directional bore,
- Satisfactory site plans and construction details were submitted in support of the application,
- There are no feasible alternative sites outside of the Regulated Areas,
- The risk of creating new Riverine Flooding or Erosion Hazards or aggravating existing hazards as a result of the development is negligible,
- A satisfactory erosion and sediment control plan was submitted as part of the application,
- A satisfactory emergency response plan was submitted as part of the application,
- The application is within the Riverine Erosion and Flooding Hazards and the control of erosion and flooding will not be impacted by the development, and
- The proposed work will not negatively impact the watercourses.

Application# LPRCA-91/25

Plans 74B, 87B & 207, Lots 10-11 & 103, 2039 Erie Street, Norfolk County – Port Dover

- The proposed work – to demolish an existing 127m² (1,368ft²) cottage and replace it with a new 198m² (2132ft²) cottage,
- A satisfactory site plan, grading plan, and construction drawings were submitted in support of the application,
- There is no feasible alternative site outside of the Regulated Area,
- A minimum side-yard maintenance access of 5 metres will be retained,
- The potential for surficial erosion is addressed by a drainage plan,
- The risk of creating new Lake Erie Shoreline Erosion Hazards or aggravating existing hazards as a result of the development are negligible, and
- The application is within the Lake Erie Shoreline Erosion Hazard Allowance and there will not be any impact to existing and future slope stability.

Application# LPRCA-92/25

Concession 7, Lot 19, 3191 Windham West Quarter Line Road, Norfolk County – Windham

- The proposed work – to recognize the construction of a 58m² (624ft²) accessory building approximately 23 metres from a Provincially Significant Wetland.
- A satisfactory site plan and construction drawings were submitted in support of this application,

- The existing structure is setback from the top of stable slope and located in the area of least risk,
- The risk of creating new Riverine Erosion Hazards or aggravating existing Riverine Erosion Hazards as a result of the development is negligible,
- Access into and through the valley for maintenance will not be prevented,
- The application is within the riverine erosion hazard and this proposal will not negatively affect the control of erosion or slope stability, and
- The application is within the regulated area adjacent to a wetland. The hydrologic function of the wetland will not be negatively impacted by this development.

Application# LPRCA-93/25

Concession 1, Lot 9, 875 Lakeshore Road, Haldimand County – Rainham

- The proposed work – to replace the existing vacation home with a 185m² vacation home and a 11,000 Liter holding tank.
- A satisfactory site plan and engineered construction drawings were submitted in support of this application,
- The proposed residential structure is no closer to the lake than the existing residential structure,
- The residential structure meets the floodproofing standard,
- The top of foundation and first floor elevation is at or above 177.0m (CGVD28),
- No habitable space is proposed below the floodproofing elevation of 177.0m (CGVD28),
- All mechanical and the electrical panel are located above the floodproofing elevation of 177.0m (CGVD28),
- No basement is proposed and the foundation is designed to withstand potential hydrostatic and hydrodynamic pressures,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline flooding hazard and this proposal will not negatively affect the control of flooding.

Financial Implication:

N/A

Prepared by:

Isabel Johnson

**Isabel Johnson
Resource Planner**

Prepared by:

Braedan Ristine

**Braedan Ristine
Resource Planner**

Reviewed by:

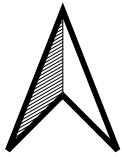
Leigh-Anne Mauthe

**Leigh-Anne Mauthe, MCIP, RPP
Manager of Watershed Services**

Approved and submitted by:

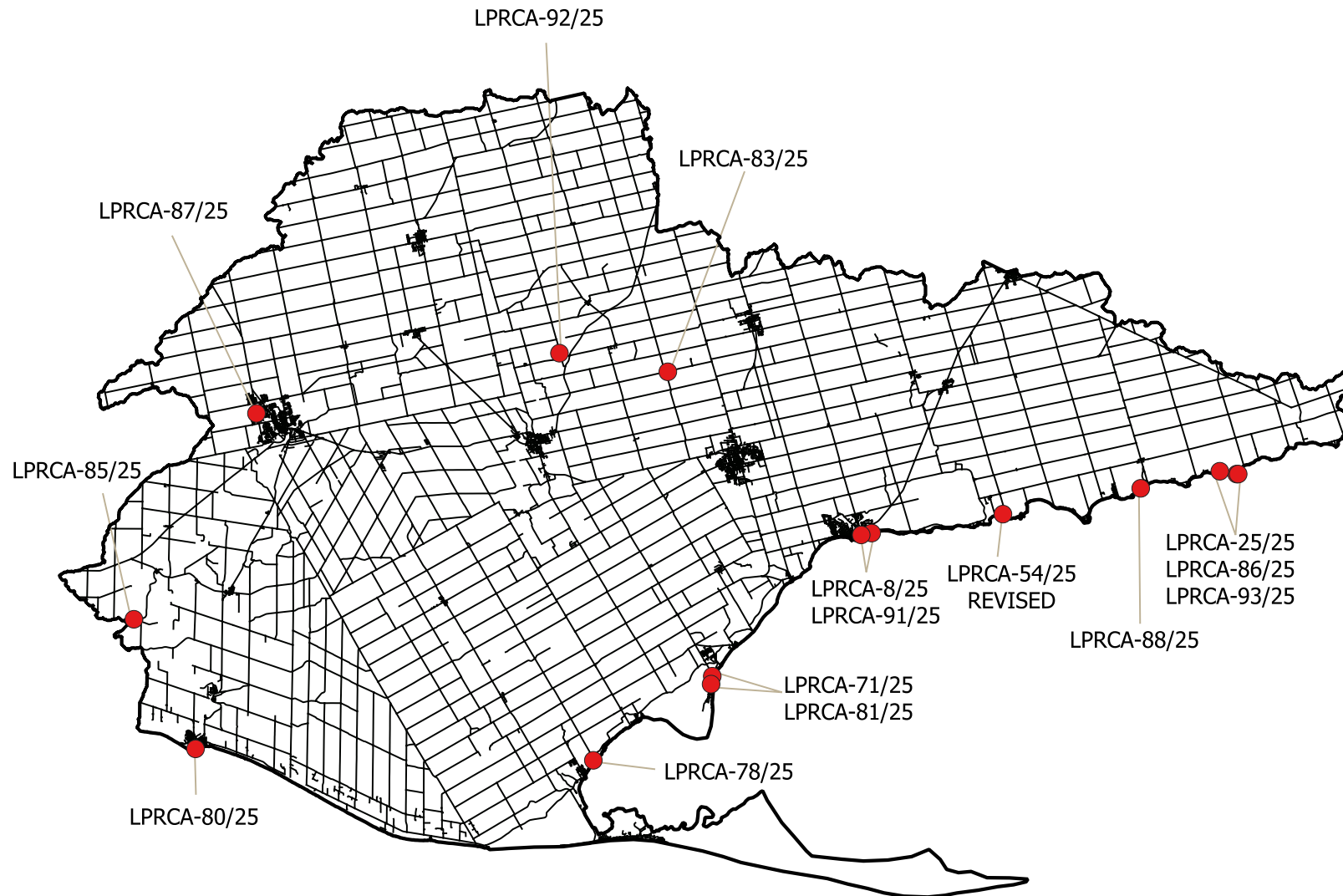
Judy Maxwell

**Judy Maxwell, CPA, CGA
General Manager**



LONG POINT REGION
CONSERVATION
AUTHORITY

Approved Applications
O. Reg. 41/24



Users of the LPRCA's maps and data are cautioned to consider the provisional nature of the information before using it for decisions that concern personal or public safety or the conduct of business. LPRCA assumes no responsibility for the correctness of the information contained in this map nor liability to any user of such information, regardless of the purpose.



LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

Date: May 28, 2025

File: 1.1.2

To: Chair and Members, LPRCA Board of Directors

From: General Manager, LPRCA

Re: **General Manager's Report – May 2025**

Recommendation:

THAT the LPRCA Board of Directors receives the General Manager's Report for May 2025 as information.

Strategic Direction:

Strategic Direction #1 – Protect People and Property from Flooding and Natural Hazards

Strategic Direction #2 – Deliver Exceptional Services and Experiences

Strategic Direction #3 – Support and Empower Our People

Strategic Direction #4 – Organizational Excellence

Background:

On May 15th I attended a Lee Brown Marsh Management meeting. On May 26th there was a virtual meeting for the General Managers with Conservation Ontario. On May 22nd the second Community Liaison Committee meeting number 2 for the Teeterville Dam Conservation Ontario Class Environmental Assessment was held and a second Public Information Center is scheduled for June 12th. An Audit and Finance Committee meeting is being held for May 30th.

Conservation Ontario requested input on a submission for all Conservation Authorities (CA) to the Standing Committee on Bill 5. Bill 5, *the Protect Ontario by Unleashing our Economy Act, 2025* proposes to amend existing and enact new legislation, *including the Special Economic Zones Act, 2025*. Angela Coleman, CAO Conservation Ontario presented to the Standing Committee on May 26th and the presentation is attached (Attachment # 1).

Conservation Ontario also submitted written comments to ERO#025-0391("Special Economic Zones Act, 2025"). This submission highlights the importance of maintaining strong protections regarding natural hazards and drinking water in the Province and it is attached (Attachment # 2).

Conservation Ontario is also preparing a submission for all Conservation Authorities on schedule 7 of Bill 17(*Planning Act*). The submission will highlight the positive relationships between Conservation Authorities and municipalities to ensure development is appropriately directed away from hazardous areas, including CA collaboration to ensure Municipal Official Plans and Zoning Bylaws mapping delineates hazardous lands. Comments are provided from the perspective of natural hazard management and protection of municipal drinking water sources.

The approved 2025 capital project for the back deck, soffit and fascia replacement at the Conservation Education Centre has started. The Conservation Education Centre will be open to the public on June 21st. The project approved in the 2025 budget for the review of the buildings in the historic site at Backus has commenced. The playground at Waterford North Conservation Authority was installed and is opened on May 8th. There has been positive feedback on the playground.

Staff has reviewed 89 permit applications as of May 27th compared to 79 permit applications for the same time period in 2024. Staff has also reviewed and provided comments this year to municipal staff on 38 *Planning Act* applications and participated in seven pre-consultations.

The camping season opened on May 1st and at the end of May we have 402 seasonal sites occupied. There is a total of 452 seasonal sites and we continue to sell seasonal sites.

Hemlock Woolly Adelgid (HWA) was detected in the Coppens/Ferris/Armstrong Tract by Forestry staff while doing a detailed hemlock inventory on May 13th, 2025 and it was reported to the Canadian Food Inspection Agency (CFIA) on May 14th, 2025.

CFIA took samples on May 16th and a quarantine was placed on the property. On May 23rd it was confirmed positive by CFIA and a Prohibition of Movement for Hemlock materials was put on the Coppens/Ferris/Armstrong property. Staff is waiting to hear from a representative with the CFIA Science branch to discuss next steps, and how CFIA can support the site moving forward.

The five-year forestry operating plan for 2025-2029 will be adjusted as the infected forest tract with HWA will not be offered for harvest in 2026. A quarantine /access plan is being developed for the property and a plan to chemically treat the hemlock is also being created.

Forestry staff is hosting a workshop on HWA at Hay Creek from 6:00pm to 8:00pm for interested property owners on June 19th, 2025.

All staff are working hard to deliver our programs and services to the residents of the watershed.

Prepared and submitted by:



**Judy Maxwell, CPA, CGA
General Manager**

May 26th, 2025

Honourable Aris Babikian, MPP
Chair, Standing Committee on the Interior
Whitney Block, Room 1405
Toronto, ON
M7A 2J3

RE: Conservation Ontario Comments – Bill 5, *Protect Ontario by Unleashing our Economy Act. 2025*

Dear Chair Babikian and Honorable Members of the Standing Committee,

Verbal Presentation to Standing Committee:

My name is Angela Coleman and I am the Chief Administrative Officer of Conservation Ontario. Conservation Ontario is the member service organization for Ontario's 36 Conservation Authorities, located across the Province, on a watershed basis.

I deeply respect and acknowledge the submissions of my co-presenters, on this panel. I am honored to share this space with you and recognize the significance of your comments as rights holders while my comments are from a stakeholder perspective.

Conservation Authorities work directly with the Province, Member Municipalities, partners and communities, to protect people and property from: natural hazards [such as: flooding, erosion, and landslides]; maintain flood and erosion control infrastructure; maintain sensitive lands and Conservation Areas for public benefit; protect municipal drinking water; and offer watershed enhancement, protection, and restoration projects (including agricultural and business stewardship projects, wetland projects, grassland and tree planting projects, and land securement).

Opportunity to review Conservation Authority Individual Submissions

Many Conservation Authorities have made individual submissions on this Bill. Members, if you review these submissions, you will gain perspectives from individual Conservation Authorities: many provide more detailed comments than my time permits today – so I invite you to review those.

Government Proposal

The Ministry of Economic Development, Job Creation and Trade Environmental Registry of Ontario (ERO) posting, Bill 5, the Protect Ontario by *Unleashing our Economy Act*, 2025, proposes to amend existing and enact new legislation, including the *Special Economic Zones Act*. Upon proclamation, the *Special Economic Zones Act* will provide regulation-making authorities to the Lieutenant Governor in Council (LGIC) and applicable Minister to make criteria for and to designate “*special economic zones*”, “*trusted proponents*”, and “*designated projects*”. Specific definitions of these terms have not been provided with the proposed Bill.

Once established, *designated projects* undertaken by *trusted proponents* in *special economic zones* may receive exemptions or modifications to specified legislative or regulatory permitting, approvals, or other similar requirements. The proposed legislation may apply in any area of Ontario, and to any provincial Act, regulation or instrument, including municipal by-laws.

Conservation Ontario reviewed and received many comments and concerns on the proposed legislation; however, today, with limited time, I will focus comments directly on our specific legislative frameworks under the *Conservation Authorities Act* and *Clean Water Act*.

General Comments

1. Protecting Public Health and Safety Supports Economic Prosperity: Providing strong protections for people and property from risks related to natural hazards and existing and future sources of municipal drinking water are essential to support economic development and safe and prosperous communities. Conservation Ontario recommends that natural hazard permitting requirements under the *Conservation Authorities Act* and policies set out in the source protection plan under the *Clean Water Act* continue to apply in any designated special economic zones. The continued application of these regulations and policies will balance potential risks and further support safe and healthy communities.
2. Support for improved processes: Conservation Ontario and the 36 Conservation Authorities (CAs) share the government's commitment to identify process improvements and provide timely approvals to support development priorities. We are committed to supporting a strong provincial economy, safe housing and critical infrastructure development, and safeguarding sources of municipal drinking water. We believe that efficient permitting can be achieved while maintaining these important shared priorities.

Recommendations

1. Natural Hazards Protection: Ontario's natural hazard regulatory framework protects housing, critical infrastructure, and the public from natural hazard impacts, including flooding and erosion. The success of Ontario's hazard management framework and the Conservation Authority model is recognized for minimizing flood hazard risks to housing compared to other provinces in Canada, [even though we have the most housing starts in Ontario], resulting in considerably lower insurable losses. This coordinated, hazard, risk-

based framework is supported by Ontario's Special Advisor on Flooding in their report "An Independent Review of the 2019 Flood Events in Ontario".

2. Municipal Drinking Water Protection: Conservation Authorities support protecting sources of municipal drinking water as Source Protection Authorities (SPAs) under the *Clean Water Act*. Protecting drinking water sources from Ontario's lakes, rivers, streams, and underground aquifers is critical to economic prosperity. All Source Protection Plans are approved by the Minister of Environment, Conservation and Parks.

Maintaining high protections established under the *Clean Water Act* ensure strong legislative and regulatory protections apply to safeguard drinking water quantity and quality. Ontario's multi-barrier approach to ensuring the safety of drinking water is strongly supported by Justice O'Connor in the 2002 *Report of the Walkerton Inquiry*.

3. Applying Protection Provisions in Special Economic Zones: Given the risk to public health and safety from natural hazards and extreme weather events we recommend: the Provincial Planning Statement natural hazard policies; *Conservation Authorities Act* permitting requirements; and source protection plans under the *Clean Water Act* apply in any potential *Special Economic Zone*.
4. Technical Expertise and Experience: Conservation Authority staff bring decades of specialized expertise balancing development pressures and finding local solutions to complex matters. Both Conservation Ontario and Ontario's 36 Conservation Authorities welcome opportunities to ensure provincial development priorities are planned and implemented safely, supporting long-term economic prosperity and a healthy environment.

Thank you for the opportunity to review and provide comments on the “Special Economic Zones Act, 2025” (ERO#025-0391). I am pleased to respond to any questions you have at this time.

Sincerely,

Angela M. Coleman,

Chief Administrative Officer, Conservation Ontario



May 17, 2025

Via Email: specialeconomiczones@ontario.ca

Re: Conservation Ontario's comments on the "Special Economic Zones Act, 2025" (ERO#025-0391)

Bill 5, the *Protect Ontario by Unleashing our Economy Act, 2025* proposes to amend existing and enact new legislation, including the *Special Economic Zones Act, 2025*. Upon proclamation, the *Special Economic Zones Act* will provide regulation-making authorities to the Lieutenant Governor in Council (LGIC) and applicable Minister to make criteria for and to designate "special economic zones", "trusted proponents", and "designated projects".

Once established, designated projects undertaken by trusted proponents in special economic zones may receive exemptions or modifications to specified legislative or regulatory permitting, approvals, or other similar requirements. The proposed legislation may apply in any area of Ontario, and to any provincial Act, regulation or instrument, including municipal by-laws.

Conservation Ontario and the 36 Conservation Authorities (CAs) share the government's commitment to identify process improvements and provide timely approvals to support development priorities. We are committed to supporting a strong provincial economy, safe housing and critical infrastructure development, and safeguarding sources of municipal drinking water. CAs are dedicated to providing client service excellence for all development proponents.

Providing strong protections for people and property from risks related to natural hazards and existing and future sources of municipal drinking water are essential to support economic development and safe and prosperous communities. Conservation Ontario recommends that natural hazard permitting requirements under the *Conservation Authorities Act* and policies set out in the source protection plan under the *Clean Water Act* continue to apply in any designated special economic zones. The continued application of these regulations and policies will balance potential risks and further support safe and healthy communities.

Ontario's natural hazard regulatory framework is essential to protect housing, critical infrastructure, and the public from natural hazard impacts, including flooding and erosion. The success of Ontario's hazard management framework and the Conservation Authority

model is recognized for minimizing flood hazard risks to housing compared to other provinces, resulting in considerably lower insurable losses. This coordinated and hazard/risk-based framework is strongly supported by Ontario's Special Advisor on Flooding in their report "*An Independent Review of the 2019 Flood Events in Ontario*".

Conservation Authorities play a critical role in the protection of sources of municipal drinking water as Source Protection Authorities (SPAs) under the *Clean Water Act*. Lead SPAs are responsible for developing, updating and assisting in the coordination and implementation of the source protection plan(s) to protect existing and future sources of drinking water. All Source Protection Plans are approved by the Minister of Environment, Conservation and Parks.

The *Clean Water Act* appropriately establishes a high standard for the protection of drinking water quality and quantity and requires that in case of conflict between a provision of that Act and another Act or regulation, that the provision that provides the greatest protection to the quality and quantity of the water prevails. Maintaining this requirement under the *Clean Water Act* is necessary to ensure the strongest available legislative and regulatory protection is applied to safeguard drinking water quantity and quality. This multi-barrier approach to ensuring the safety of Ontario's drinking water was strongly supported by Commissioner O'Connor in the 2002 "*Report of the Walkerton Inquiry*".

Conservation Authority staff bring decades of specialized expertise balancing development pressures and finding local solutions to complex matters. Both Conservation Ontario and Ontario's 36 CAs welcome opportunities to strategically collaborate with provincial and municipal governments to ensure provincial development priorities are planned and implemented safely, supporting long-term economic prosperity and a healthy environment.

Thank you for the opportunity to review and provide comments on the "Special Economic Zones Act, 2025" (ERO#025-0391). We would be pleased to further discuss these comments at your convenience.

Sincerely,

Dave Barton

Dave Barton
Chair, Conservation Ontario

Angela Coleman

Angela Coleman
Chief Administrative Officer / General
Manager, Conservation Ontario

c.c. All CA CAOs/GMs



LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

Date: May 27, 2025 **File:** 3.0.1.3
To: Chair and Members
LPRCA Board of Directors
From: General Manager/Secretary Treasurer, LPRCA
Re: 2025 Tree Planting Program & Extension Services Update

Recommendation:

THAT the LPRCA Board of Directors receives the Tree Planting Program & Extension Services update as information.

Strategic Direction:

Strategic Direction #1: Protect People & Property from Flooding and Natural Hazards
Strategic Direction #2: Deliver Exceptional Services and Experiences
Strategic Direction #4: Organizational Excellence

Background:

Annually, LPRCA staff coordinate and undertake tree and shrub planting activities throughout the watershed, supported by the Healthy Watershed Services Department's various restoration projects which include: The Private Land Tree Planting Program, 50 Million Tree Program, OPG's Regional Biodiversity Program, and Clean Water projects.

Discussion:

This spring, tree planting activities started on April 14th and wrapped up on May 20th. Highlights of this year's activities include:

- In total, 30,740 trees and shrubs were planted;
- 34 landowners planted trees under the various programs;
- 29.31 acres were restored;
- 744 trees were planted at Lower Big Creek Conservation Area by Scouts on May 3rd;
- 370 trees were planted at Backus Conservation Area by Girl Guides on May 3rd the Norfolk Environmental Stewardship Team (NEST), and staff;
- 615 trees were planted at Haldimand Conservation Area; and
- 100 trees were planted at Backus and Waterford Conservation Area by NEST.

The trees were planted by Black River Tree Planting Inc., the Norfolk Environmental Stewardship Team, LPRCA staff, Landowners, and Scouts and Girl Guides.

Other Extension Services

In 2024/25, LPRCA supported the establishment of 1,069.2 acres of cover crops from the following programs:

- 389.5 acres under the Great Lakes Freshwater Ecosystem Initiative (GLFEI);
- 185 acres under the Canada Ontario Agreement (COA); and
- 494.7 acres under ECCC's Integrated Conservation Action Planning Program (ICAP).

ICAP and COA funds also supported two erosion control projects, one in the Municipality of Bayham and one in Norfolk County.

Financial Implications:

The tree planting program is a cost recovery program and there are no negative budget implications as expenses incurred are covered by the revenue generated.

For the 2025 season, staff secured external funding totaling \$120,622.82, to aid in the delivery of these programs and services. The funds for establishing cover crops and erosion control projects, including staff expenses were covered by the GLFEI, COA, and ICAP programs.

Prepared by:

Paul Gagnon

**Paul Gagnon
Lands & Waters Supervisor**

Approved and submitted by:

Judy Maxwell

**Judy Maxwell, CGA, CPA
General Manager**

Reviewed by:

Leigh-Anne Mauthe

**Leigh-Anne Mauthe, MCIP, RPP
Manager of Watershed Services**

The LPRCA Administrative By-law A-58/21 has been updated to reflect these legislative changes as follows:

Summary of Changes	
<i>Conservation Authorities Act</i>	Change Details
Re: 402/22 Budget and Apportionment	<p>Section A: Definitions: 'Apportionment' replacing Levy, 'non-matching levy' deleted, 'Weighted majority Vote' changed;</p> <p>Section B: Governance subsections 1c) Powers of the General Membership, & Section 12; Section C: Meeting Procedures Sections 12 & 14; instances of levies were changed to apportionment.</p>
Re: Agricultural Sector Representatives appointed by the Minister	<p>Section A: Definitions 'Members' was changed to include the representative and 'Agriculture Sector Representative' was added.</p> <p>Section B: Governance subsections 1a) added the Agricultural Sector Representative to appointments. 1b) Agricultural Sector Representative's term was added, 1c) Powers of the General membership was changed at include the voting allowance for the Agricultural Sector Representative during Hearings or Land tribunals, 1d) Agricultural Sector Representative added to member accountability, 16) Remuneration of Agricultural Sector Representative added.</p> <p>Section C: Meeting Procedures subsection 5) Quorum was changed to add the Agricultural Sector Representative as not being part of quorum. 15) Voting, was changed to add in what the Sector Representative shall not vote on.</p> <p>Appendix 1 – Code of Conduct Sections 1 added the Agricultural Sector Representative to be included in the code of conduct.</p> <p>Appendix 2 – Conflict of Interest Section 1 added the Agricultural Sector Representative to be included in Conflict of Interests.</p>
O.R. 400/22 Information Requirements	<p>Section B: 17) Records available to the public changed to remain consistent with 400/22 and the Municipal Conflict of Interest Act.</p> <p>Appendix 2 – Conflict of Interest Section 2, 6B) updated to</p>

	add in maintenance and availability of recorded minutes.
Re: Bill 23	Introduction – Powers of authorities - amendments to s.21(1), repealing section (M).
Editorial	<p>Other grammatical and editorial changes made throughout the Administrative By-Law to be consistent with Conservation Ontario Clerks working Group circulated 2025 administrative By-Law draft, and the <i>Conservation Authorities Act</i>.</p> <p>Editorial changes to align with the current procedures of the Long Point Region Conservation Authority Board meetings.</p> <p>Updates to include Hearing Procedures as per and O. Reg. 41/24.</p>

Amended By-Laws (Attachment 1)

The revised Draft LPRCA Administrative By-Law with the above legislated changes and with tracked changes is attached to this report as Attachment #1.

Financial Implications:

There is no financial impact outlined in this report.

Prepared by:

Nicole Sullivan

Nicole Sullivan
HR Coordinator/Executive Assistant

Reviewed by:

Aaron LeDuc

Aaron LeDuc, CPA, CGA
Manager of Corporate Services

Approved and Submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager



Long Point Region Conservation Authority

Long Point Region Conservation Authority Administrative By-Law

Effective Date: September 5, 2018

Resolution: A-153/18

Revision 4 Adopted: May 5, 2021

Revision 4 Approval Resolution: A-58/21

[Click here for Revision History](#)

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Introduction

Long Point Region Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. Members of the Authority are appointed as representatives by the Participating Municipalities and are also Directors of the Authority.

The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members, appointed as representatives by the Participating Municipalities:

Municipality of Bayham
County of Brant
Haldimand County
Township of Malahide
Norfolk County
Township of Norwich
Town of Tillsonburg
Township of South West Oxford

An additional member may be appointed to the Authority by the Minister as a representative of the agricultural sector.

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1).

Powers of authorities

21 (1) For the purposes of accomplishing its objects, an authority has power:

- (a) to research, study and investigate the watershed and to support the development and implementation of programs and intended to further the purposes of this act;
- (b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with the consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority

considers necessary;

(c) to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;

(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;

(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;

(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project or to further the authority's objects;

(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;

(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;

(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;

(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;

(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

~~(m.1) to charge fees for services approved by the Minister;~~

Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose; and

(p) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

A. Definitions

“Apportionment” means the amount of net costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

“Authority” means the Long Point Region Conservation Authority.

“Act” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27.

“Chair” means the Chairperson as referenced in the Act as elected by the Members of the Authority.

“Chief Administrative Officer” means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so designated by resolution of the Authority.

“Fiscal Year” means the period from January 1 through December 31.

“General Membership” means all of the Members, collectively.

~~**“Levy”** means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.~~

“Majority” means half of the votes plus one.

“Members” shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction and the member appointed by the Minister as a representative of the Agricultural Sector. -

“Minister” means the Minister responsible for administration of the Act.

~~**“Non-matching Levy”** means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.~~

“Officer” means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair(s) the Chief Administrative Officer, Manager of Corporate Services, and the Secretary-Treasurer (or the CAO/Secretary-Treasurer, if applicable).

“Participating Municipality” means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

“Pecuniary Interest” includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

“Secretary-Treasurer” means Secretary-Treasurer of the Authority with the roles specified in the Act.

“Staff” means employees of the Authority as provided for under Section 18(1) of the Act.

“Vice-Chair” means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

“Weighted Majority Vote” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 402.22 Budget and Apportionment. ~~439/96 for Municipal Levies.~~

B. Governance

1. Members

a) Appointments

Participating Municipalities within the jurisdiction of the Long Point Region Conservation Authority may appoint Members in accordance with Section 14 of the Act.

The number of appointments afforded each participating municipality is prescribed in Subsection 2(2) of the Act. LPRCA currently has an agreement as per Section 14(2.1) which is confirmed by resolutions passed by the councils of each of the participating municipalities. Currently, Participating Municipalities may appoint the following number of members:

Municipality of Bayham/Township of Malahide	1 member
County of Brant	1 member
Haldimand County	2 members
Norfolk County	4 members
Township of Norwich	1 member
Town of Tillsonburg	1 member
Township of South West Oxford	1 member

Appointed Members must reside in a Participating Municipality within the Authority's area of jurisdiction and may include citizens as well as elected members of municipal councils.

An additional member may be appointed to the Authority by the Minister as a representative of the agricultural sector.

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

b) Term of Member Appointments

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement.

The Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment.

The Minister will define the terms for an Agricultural Sector Representative and they may be replaced at the Minister's discretion.

A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term.

c) Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under ~~s~~S.21 of the Act for the purposes of accomplishing its objects, as referenced in the introduction of this By-law model, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards.;
- ii. Appointing a Chief Administrative Officer and/or Secretary-Treasurer.;
- iii. Terminating the services of the Chief Administrative Officer and/or Secretary-Treasurer.
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy.
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
 - i. The termination of the services of the Chief Administrative Officer and/or Secretary-Treasurer,
 - ii. The power to raise money, and
 - iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority.;
- viii. Approving by resolution, the method of financing any new capital projects.;
- ix. Approving details on budget allocations on any new or existing capital projects.;
- x. Approving of the total budget for the ensuing year, and approving the apportionment levies to be paid by the Participating Municipalities.;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year.;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act.;
- xiii. Approving by resolution, any proposed acquisition-expropriation of land or disposition of land, subject to the requirements under the Act.;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act by Long Point Region Conservation Authority including the delegation of this responsibility to the Chief Administrative Officer consistent with such Regulations ~~s~~S-178/06.;
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the applicable decision to the Minister through the Ontario Land Tribunal. ~~Mining and Lands Tribunal or the Local Planning Appeal Tribunal.~~

If an Agricultural Sector Representative has been appointed, they do not have a vote on items ix, x, and xi as per S.14 (4.0.1) of the Act and Section 2 of O. Reg. 402.22.

d) Member Accountability

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority.

While the General Manager and other staff of the Authority are administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

Every member and officer in exercising his or her powers and discharging his or her duties to the Authority shall act honestly and in good faith with a view to the best interests of the Authority and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority.

Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function and responsibilities of the authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, setting strategic direction for the Authority.

e) Applicable Legislation

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Not-for-profit Corporations Act, 2010*

If any part of the by-law conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

f) Relationship Between Members and Staff

The General Membership relies on the Chief Administrative Officer and/or Secretary-Treasurer to manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer and/or Secretary Treasurer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority.

The General Membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer and/or Secretary-Treasurer.

2. Officers

The Officers of the Authority, and their respective responsibilities, shall be:

Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership (and Executive Committee if applicable);

- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority.

Vice-Chair(s)

- Is/are a Member(s) of the Authority;
- Attends at all meetings of the Authority (and Executive Committee if applicable);
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Serves as a signing officer for the Authority.

Chief Administrative Officer/Secretary-Treasurer (CAO)

The duties of the Chief Administrative Officer and the Secretary-Treasurer may be combined and assigned to a single position, in which case the person is an Officer called the Chief Administrative Officer/Secretary-Treasurer.

Responsibilities of the ~~Chief Administrative Officer~~ General Manager as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting Chief Administrative Officer ~~General Manager~~ if not available;
- Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and Implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- Serves as a signing officer for the Authority;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- ~~Attends all meeting of the General Membership (and Executive Committee, if applicable);~~
- Is the custodian of the Corporate Seal; and
- Serves as signing officer for the Authority.

Manager of Corporate Services

- Is an employee of the Authority;

- Works under the direction of the Chief Administrative Officer/Secretary-Treasurer;
- Serves as a signing officer for the Authority-

3. Absence of Chair and Vice-Chair(s)

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

4. Maximum Term for Chair and Vice-Chair(s)

The individuals elected as Chair or Vice-Chair shall hold office for a term of one year and shall serve no more than two consecutive terms. Appointments must rotate amongst participating municipalities and a member from a specific municipality cannot be elected to succeed an outgoing Chair or Vice-Chair appointed by the same municipality.

Notwithstanding these terms, the Minister may grant permission (upon application by an Authority or a participating municipality) for a Chair or Vice-Chair to serve for a term of more than one year or to hold office for more than two consecutive terms.

5. Representatives to Conservation Ontario Council

The Authority shall appoint three representatives by resolution of the General Membership to Conservation Ontario Council ("Council"), with the Chair as the Authority's representative, with the Vice-Chair designated as alternate, and further that the Chief Administrative Officer be directed to participate on appropriate committees of Conservation Ontario, and be authorized to vote in the absence of the designated representatives.

6. Election of Chair and Vice-Chairs

The election of the Chair and one or more Vice-Chairs shall be held at the first Board of Directors meeting held in the calendar year in accordance with the Authority's Procedures for Election of Officers (Appendix 3).

Successors to the positions of Chair and Vice-Chair shall be a Member from a different participating municipality from the incumbent. Upon application by an Authority or a participating municipality, the Minister may grant permission for a member who was appointed to the Authority by the same participating municipality that appointed the outgoing Chair or Vice-Chair to serve as Chair or Vice-Chair.

7. Appointment of Auditor

The General Membership shall appoint an auditor for the coming year at the Annual General Meeting of the Conservation Authority in accordance with Section 38 of the Act.

8. Financial Statements and Report of the Auditor

The Authority's accounts and transactions will be audited annually by a person licensed under the Public Accounting Act, 2004 and shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

The General Membership shall receive and approve the Audited Financial Statements and

Report of the Auditor annually for the previous year at the Annual General Meeting.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act and, must make the Audited Financial Statements available to the public on the Authority's website within 60 days of approval.

9. Borrowing Resolution

If required, the Authority shall establish a borrowing resolution at the Annual General Meeting each year and such resolution shall be in force until it is superseded by another borrowing resolution.

10. ~~Apportionment Levy~~ Notice

The ~~apportionment levy~~ due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

11. Signing Officers

The Authority shall designate signing officers at the Annual General Meeting each year and such resolution shall be in force unless it is superseded by another Signing Officer resolution.

~~All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority, as follows:~~

- a) All deeds, transfers, assignments, contracts and obligations entered into by the Conservation Authority must be signed by the Chair or the Vice-Chair or and the General Manager/Secretary Treasurer or the Manager of Corporate Services - and these signing officers are empowered to sign such documents as necessary for works approved by the Authority;
- ~~b) For the above purposes, the signing officers are empowered to arrange for the borrowing by way of promissory note of the funds necessary for the approval of projects and programs of the Authority at the same prime rate as municipalities receive at chartered banks;~~
- ~~c) Short term contracts (or less than one year) may be signed by the General Manager/Secretary Treasurer or Manager of Corporate Services;~~
- d)b) All cheques shall be signed by two (2) signing officers both the General Manager/Secretary Treasurer and the Manager of Corporate Services, or any two signing officers;

12. Executive Committee

The Authority may appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 1(c)(xv) of this by-law.

13. Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or

committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

The Regular operating Committees of the Conservation Authority:

- a) Audit and Finance Committee
- b) Backus Museum Committee
- b) Land Acquisition Committee
- c) Lee Brown Marsh Management Committee

Conservation Authority appointments to these Committees shall be elected at the first Board of Directors meeting held in the calendar year.

In the event of a vacancy occurring for a member of a Regular Committee, the Committee shall appoint a person to fill the vacant office for the remainder of the year. In the event of a municipal electoral membership change, the newly appointed member will complete the term of their predecessor, except as a Chair, when the Vice Chair shall act.

The Vice-Chair of a Regular Committee shall be empowered to attend any or all meetings of the Authority when requested in the place of the Chair of said Committee and such Vice-Chair shall exercise and have all the rights and privileges of the Chair of the Committee at such meetings.

14. Ad Hoc Committees/Sub-Committees

The Conservation Authority may appoint other Ad Hoc Committees from time to time to undertake special programs or projects of the Authority. These Ad Hoc Committees shall report directly to the Board of Directors.

The Regular Committees may appoint Sub-committees for such times and tasks as the Committee deems necessary for carrying out the business of the Conservation Authority and shall report to such Regular Committee.

15. Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the

Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

Ad Hoc and Sub-committee members shall receive remuneration on the same basis as regularly appointed members of the Authority and be structured with applicable Terms of Reference. All members appointed to the Lee Brown Committee from the Community at Large be deemed to be Authority members for the purpose of receiving remuneration for their services on the same basis as regular members of the Authority.

Remuneration and reimbursement of expenses for an Agricultural Sector Representative, if appointed, is at the expense and discretion of the Province.

16. Records Retention

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails;
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority; and
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

17. Records Available to Public

Records of the Authority shall be made available to the public, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA) and O. Reg. 400/22 Information Requirements.

The Authority shall designate a Member or an officer or a committee of Members to act as head of the Authority for the purposes of MFIPPA.

18. By-law Review

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a regular basis to ensure best management practices in governance are being followed. This review will be performed at least every four years.

19. By-law Available to Public

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

20. Enforcement of By-laws and Policies

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*. As a minimum, the procedure should include:

- an investigation will be conducted regarding the alleged breach;
- an opportunity will be provided to the affected member to respond to the allegation;
- the findings of the investigation and the affected member's response will be communicated to the General Membership in a closed meeting; and
- the appointing municipality shall be notified of the outcome of the investigation.

The CAO may arrange for the investigation, and may use a third party such as a Municipal Integrity Commissioner.

21. Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgement in favour) if;

- Such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- In case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable.

When the Board is sitting as a Hearing Board, hearings will meet the requirements of the Statutory Powers and Procedures Act, the details of which are specified in the Long Point Region Conservation Authority's Hearings Procedures.

1. Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Robert's Rules of Order shall be binding.

The Authority may choose to conduct its business as a committee of the whole.

2. Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. Annually the Chief Administrative Officer/Secretary-Treasurer will present a report to the Board of Directors outlining the meeting schedule for the upcoming year. The ~~Chief Administrative Officer~~~~General Manager~~/Secretary-Treasurer shall send Notice of regular meetings to all Members at least five (5) calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership or its committees shall be made available to the public as soon as possible after its delivery to General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Secretary-Treasurer seven (7) days in advance of the meeting where it is to be included in the published agenda, or one (1) day if it is to be introduced as an additional agenda at the meeting.

The Chair may, ~~direct the Chief Administrative Officer to at his/her pleasure~~, call a special meeting of the Authority as necessary on three (3) calendar days' notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting.

Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

The Chair or the Secretary-Treasurer may, by notice in writing or email, deliver to the members so as to be received by them at least 24 hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other committee until the next scheduled date for the specific Advisory Board or committee affected.

The Chair or the ~~Chief Administrative Officer~~ ~~Secretary-Treasurer~~ may cancel postpone, reschedule, or move virtually a meeting in the case of actual or pending inclement weather or other urgent situations, by notice in writing or email delivered to the members

~~so as to be received by them at least 12 hours, where practical , before the hour appointed for the meeting, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached.~~ Postponement shall not be for any longer than the next regularly scheduled meeting date.

3. Meetings Open to Public

All meetings of the General Membership and Executive Committee, if applicable, shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda and the subject matter meets the criteria for a closed meeting as defined in this by-law.

4. Agenda for Meetings

Authority staff, under the supervision of the Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to, the following headings:

- Welcome and Call to Order
- Additional Agenda Items
- Approval of Agenda
- Declaration of conflicts of interest
- Delegations
- Approval of minutes
- Business Arising
- Review of Committee Minutes
- Correspondence
- Planning
- ~~Correspondence~~
- Consent Items
- New Business
- Closed Session
- ~~Other Business~~
- Adjournment

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

Agendas for meetings shall be forwarded to all Members at least five calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

5. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities, except where there are fewer than six such

Members, in which case three such Members constitute a quorum. At any Executive Committee (if applicable), advisory board or committee meeting, a quorum consists of one-half of the Members of the Executive Committee (if applicable), advisory board or committee.

The Agricultural Sector Representative, if applicable, is not counted when determining quorum.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during an Authority or Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

6. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

7. Debate

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) No Member shall speak more than once on an issue or motion under debate without permission of the Chair;
- g) Any Member may ask a question of the previous speaker through the Chair;
- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to

- extend the hour of closing the proceedings;
- j) When a motion is under consideration, only one amendment is permitted at a time.

8. Members' Attendance

The Authority shall provide a listing of Members' attendance at scheduled meetings as part of each meeting's published minutes. ~~of the Authority to the Participating Municipalities at least annually.~~

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the Secretary-Treasurer without comment or explanations.

9. Electronic Meetings and Participation

Electronic meetings are permitted and shall follow/accommodate all of Section C Meeting Procedures identified in this by-law, or in the case of Hearings, the LPRCA Hearings Procedures.

A Member can participate electronically in a meeting that is open or closed to the public in either case may be counted in determining whether or not a quorum of members is present at any point in time. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. The Authority will provide alternative means for the public to be able to observe all that Members can hear and see at the meeting.

10. Duration

No regular meeting of the Board of Directors or of regular operating or special committees shall extend for more than three (3) consecutive hours from its time of commencement. The Board may pass a motion in order to extend business beyond three hours.

11. Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the Secretary-Treasurer. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received by eight (8) days ~~noon of the Friday~~ in advance of a scheduled meeting.

A detailed brief of their presentation, including any presentation materials to be used, outlining the request will form part of the official record of the proceedings of the Board, and therefore will be a public document.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes. ~~The 10 minute limit will apply to applicants or other persons who wish to speak to an application under Section 28 under the Act.~~

Delegations shall be limited to not more than two (2) per board meeting.

Delegations will accept any decisions of the Board Chair and not enter into cross debate with members, other delegations, or staff. Any discourse between members and the delegation will be limited to members asking questions for clarification and obtaining additional, relevant information only.

12. Annual Meeting

The Authority shall designate one meeting of the General Membership each year as the annual meeting and shall include the following items on the agenda, in addition to the normal course of business:

- i. Appointment of the auditor for the upcoming year.
- ii. Presentation of the Auditor's Report.
- iii. Approval of designated signing officers for Authority business.
- iv. Pass a borrowing resolution, stating a specified limit required by the Authority and authorizing the signing officers to sign from time to time such note or notes as may be required to implement the borrowing.

13. Meetings with Closed "In Camera" Sessions

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Ontario Land Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) A matter in respect of which the General Membership, Executive Committee, Advisory Board or committee or other body may hold a closed meeting under another act;
- h) ~~Information~~ information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) ~~A~~ trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) ~~a~~ trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) ~~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.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the Authority is the head of an institution for the purposes of

MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, executive committee, advisory board or other committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and
- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, the executive committee, advisory board or other committee.

14. Voting

In accordance with Section 16 of the Act:

- a) each Member is entitled to one vote, and
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

Where a member has been appointed by Minister as a representative of the agricultural sector, the member shall not vote on:

- a) a resolution to enlarge an authority's area of jurisdiction;
- b) a resolution to amalgamate the Authority with another conservation authority;
- c) a resolution to dissolve the Authority; or
- d) a resolution related to any budgetary matter.

Notwithstanding a Members indication of a conflict of interest a no vote shall be deemed to be voting against the motion if he/she declines or abstains from voting.

On a tie vote, the motion is lost.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a member present at a meeting at the time of the vote requests immediately before or

after the taking of the vote that the vote be recorded, each member present taken by alphabetical surname with the Chair voting last, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering “yes” or “no” to the question, and the Secretary-Treasurer shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy municipal apportionment is to be approved, the Secretary-Treasurer or designate shall conduct the vote to approve of Non-Matching Levy municipal apportionment by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 402/22 Budget and Apportionment. 139/96. This shall be a recorded vote.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section B, Paragraph 6 of this By-law (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

15. Notice of Motion

Written notice of motion to be made at an Authority, executive committee, advisory board or committee meeting may be given to the Secretary-Treasurer by any Member of the Authority not less than seven (7) business days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of advisory boards or committees that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate advisory board or committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority of the members of the Authority present.

16. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-third majority ~~one-third minority~~ vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that voted, based on a simple majority, shall supersede.

No vote shall take place without an accompanying staff report.

17. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

~~18. Suspension of Rules~~

- ~~a) No provision of this By-law shall be suspended except by an affirmative majority vote of the entire Board for each incident of suspension of these rules.~~
- ~~b) The suspension shall only apply to the procedure(s) or rule(s) which are stated in the Motion to suspend and only during the Meeting in which the Motion was introduced.~~
- ~~c) The following procedure(s) or rule(s) cannot be suspended:~~
- ~~d) No other business in Special Meetings;~~
 - ~~i. No other business in Special Meetings;~~
 - ~~ii. Majority of Members for Quorum.~~

19.18. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

20.19. Minutes of Meetings

The Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each advisory board or committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the Secretary-Treasurer shall

take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed. Draft copies of all non-confidential minutes are to be made available to the public within 30 days following a meeting.

After the minutes have been approved by resolution, original copies shall be signed by the Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

21.20. Declared State of Emergency

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:

- a) Register a vote;
- b) Be counted towards determining quorum; and
- c) Participate in meetings closed to the public.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-Law shall be postponed until such time as the General Membership can reasonably address the issue.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this By-Law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

D. Appendices to the Administrative By-law

Appendix 1 - Code of Conduct

1. Background

The Long Point Region Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

The Agricultural Sector Representative, if appointed, will also be required to follow the provincial ethical framework set out for government public appointees in the Management board of Cabinet's Agencies and Appointments Directive.

2. General

All Members, whether municipal councillors or appointed representatives of a municipality, or whether appointed by the Minister as an Agricultural Sector Representative, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision and mission of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; ~~and~~
- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff; ~~and~~
- ~~viii.~~ ix. Review all related meeting information prepared in advance, attending and fully participate in discussions of the Board, and at all times keeping in mind the best interests of the organization as a whole.-

3. *Gifts and Benefits*

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

4. *Confidentiality*

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

5. *Use of Authority Property*

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. *Work of a Political Nature*

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

7. Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

12. Breach of Code of Conduct

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the

Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 2 - Conflict of Interest

1. *Municipal Conflict of Interest Act*

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

2. *Disclosure of Pecuniary Interest*

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question, and,
- d) shall file a written statement of the interest and its general nature to the Secretary-Treasurer at the meeting or as soon as possible afterwards.

3. *Chair's Conflict of Interest or Pecuniary Interest*

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

4. *Closed Meetings*

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. *Member Absent*

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

6. *Disclosure Recorded in Minutes*

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, advisory

board or committee, as the case may be.

7. Pecuniary Interest Registry

A registry will be kept by the Secretary-Treasurer of each written statement of pecuniary interest filed along with a copy of each declaration recorded in the minutes. The registry shall be made available for public inspection upon request submitted to the Secretary-Treasurer.

8. Breach of Conflict of Interest Policy

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the Secretary Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 3 - Procedure for Election of Officers

1. Voting

Voting shall be by secret ballot and no Members may vote by proxy.

2. Acting Chair

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

3. Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members or employees of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

4. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member of the Authority.
 - ii. Election of one or more Vice-chairs, who shall be Members of the Authority.
- b) The Acting Chair shall ask for nominations to each position.
- c) Only current Members of the Authority who are present may vote.
- d) Nominations shall be called three (3) times and will only require a mover.
- e) The closing of nominations shall require both a mover and a seconder.
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

- g) If only one nominee the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of

election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.

- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

Revision History			
Revision Number	Effective Date	Resolution	Details
1	03-Apr-19	A-50/19	To ensure compliance with the Municipal Conflict of Interest Act.
2	22-Apr-20	A-43/20	To permit electronic meetings during any period where an emergency has been declared.
3	07-Oct-20	A-94/20	To permit electronic meetings during any time when it is deemed appropriate to do so.
4	05-May-21	A-58/21	Updated to meet legislative changes to the Conservation Authorities Act: Introduction - Powers of Authorities; Governance - Maximum Term for Chair and Vice-Chair; Governance - Financial Statements and report of the Auditor; Meeting Procedures-Minutes of Meetings.
<u>5</u>			-



**LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT**

Date: May 26, 2025 **File:** 1.3.3.5
To: Chair and Members
LPRCA Board of Directors
From: General Manager/Secretary Treasurer, LPRCA
Re: **Marshall Estate Donation**

Recommendation:

THAT the LPRCA Board of Directors receives the Marshall Estate Donation Report as information.

Strategic Direction:

Strategic Direction #2 – Deliver Exceptional Services and Experiences
Strategic Direction #4 – Organizational Excellence

Purpose:

The purpose of this report is to inform the Board that the Authority has been the beneficiary of a very generous donation from the Estate of Robert James Marshall.

Background:

The following is a write up by a fellow Conservation Officer (CO) as there was no obituary or funeral:

“Robert James “Bob” Marshall passed away suddenly on November 16, 2018 at his home at Long Point on Lake Erie. Bob was originally from Timmins and graduated from Sir Sanford in 1970. Bob worked his entire career with Lands and Forests and MNR first as a Conservation Officer and later in the fish culture at the Normandale Fish Hatchery in old Lake Erie & Simcoe Districts. He retired to his home on Long Point Bay. Bob was known as “Old Dog” by his fellow CO’s. RIP “Old Dog”. Following Bob’s wishes cremation only. No Funeral.”

Discussion:

The Long Point Region Conservation Authority was named in the Estate of Robert James Marshall and final funds available for distribution were received by the Authority in early May 2025. Robert Marshall generously left the Authority an unrestricted donation of \$83,280.37.

As the donation is unrestricted the Authority is not restricted to apply the funds to a specific program/service or project. Staff have been discussing ideas of how to best utilize the funds in a way that recognizes the contributions of Robert Marshall's work within the watershed/region and respectfully identifies his generous donation to the Authority.

Staff are proposing a full-structure playground be installed at the Backus Heritage Conservation Area (as he resided in Long Point) including: benches, signage paying recognition to the donation, in memory of Robert James "Bob" Marshall as "The Old Dog Playground".

As part of the 2026 budget staff will include a capital project for the Backus Heritage Conservation Area full-structure playground and if there is funds remaining we could purchase a decoy in memory Robert James "Bob" Marshall that would be shown at the decoy display at the Conservation Education Centre.

Financial Implications:

The 2025 Corporate Services operating budget did not include any figure for donations and as the donation is unrestricted it has to be recorded as revenue in the 2025 fiscal year.

The Corporate Services actuals vs budget will have a positive variance of \$83,280 on the revenue donations line.

Prepared by:

Aaron LeDuc

**Aaron LeDuc, CPA, CGA
Manager of Corporate Services**

Approved and submitted by:

Judy Maxwell

**Judy Maxwell, CPA, CGA
General Manager**