



BOARD OF DIRECTORS MEETING
Wednesday, October 1, 2025 @ 6:30pm
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) Board of Directors Meeting – September 3, 2025 **1-5**
6. Business Arising from the previous minutes: None
7. Review of Committee Minutes: None
8. Correspondence: None
9. Planning Department:
 - a) Section 28 Regulations Approved Permits (L. Mauthe) **6-14**
10. New Business:
 - a) General Manager's Report (J. Maxwell) **15-16**
 - b) Boardroom Upgrades (J. Maxwell) **17-18**
 - c) Administration Review Policy for Permits (L. Mauthe) **19-25**
11. Closed Session: None

Next Meeting: Board of Directors, November 5, 2025, 6:30pm
Budget, November 13, 2025, 9:30am

Adjournment



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of September 3, 2025

Members in attendance:

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

Town of Tillsonburg
Norfolk 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:

Shelley Ann Bentley

Haldimand County

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, September 3, 2025.

2. Additional Agenda Items

None.

3. Approval of the Agenda

A-97/25

Moved by R. Weisler

Seconded by T. Masschaele

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

Carried

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

4. Declaration of Conflicts of Interest

None.

5. Minutes of the Previous Meeting

a) Board of Directors Meeting July 2, 2025

A-98/25

Moved by J. Palmer

Seconded by R. Weisler

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

Carried

6. Business Arising

There was no business arising from the previous minutes.

7. Review of Committee Minutes

a) Audit and Finance Committee Meeting – August 8, 2025

A-99/25

Moved by C. Van Paassen

Seconded by D. McKeen

THAT the minutes of the Audit and Finance Committee meeting held August 8, 2025 be adopted as circulated

Carried

b) Lee Brown Marsh Management Committee – May 15, 2025

A-100/25

Moved by P. Ypma

Seconded by J. Palmer

THAT the minutes of the Lee Brown Marsh Management Committee meeting held May 15, 2025 be received as information

Carried

8. Correspondence

None

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

9. Development Applications

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

Leigh-Anne Mauthe presented the approved permits report.

Peter Ypma mentioned that application 118/25 is fully located in the Township of South-West Oxford not Tillsonburg. Leigh-Anne Mauthe noted the change.

Doug Brunton asked about the development on Hunt street in Simcoe. Leigh-Anne Mauthe let the Board know that a development of 44 townhouses was going in and the company would be drilling and digging for the services needed for the development.

Jim Palmer asked about Application 11/25 and the meaning of “frac-out”. Staff let the Board know that “frac-out” is a digging methodology. Staff also informed the Board that it is a contingency plan put in place in case drill fluid is released while the developer was digging.

Dave Beres asked staff of there being any danger to the watershed with the drilling. Staff let the Board know that the contingency plan is there to mitigate against this type of danger.

M. Columbus arrived at 6:37pm

A - 101/25

Moved by P. Ypma

Seconded by M. Columbus

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated September 3, 2025 as information.

Carried

10. New Business

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

Judy Maxwell provided a report summarizing operations in July and August and provided a few recent updates on the invasive species spraying, the success of the Deer Creek Derby and the upcoming events at Backus, as well as the issuing of a Level 1 Low Water Advisory.

Jim Palmer inquired about having more adequate directional signage at Backus for the upcoming War of 1812 event. Judy Maxwell informed the Board that staff have been working on ample signage for the event and will look into more updated permanent signage.

A-102/25

Moved by R. Chambers

Seconded by D. McKeen

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

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

Carried

b) Q2 Financial Report – June 30, 2025 (A. LeDuc)

Aaron LeDuc delivered the report.

Mike Columbus asked why there was a reduction of seasonal camping this year over the past year. Aaron LeDuc believes there were two reasons, the majority of the drop comes from Haldimand CA and that could be due to less seasonal work contracts in the Haldimand area as well as the general economy decrease.

A-103/25

Moved by T. Masschaele

Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the Q2 Financial Report – June 30, 2025 for the period up to and including June 30, 2025 as information.

Carried

c) Regulation Mapping Consultation (L. Mauthe)

Leigh-Anne Mauthe presented the report.

Doug Brunton asked staff about the change from 120 meter to 30 meters for the wetlands boundary. Staff noted that last April there was a change to the area of regulation around provincially significant wetlands which reduced it to 30 meters of regulation for the conservation authorities.

A-104/25

Moved by T. Masschaele

Seconded by P. Ypma

THAT the LPRCA Board of Directors receives this report as information;

AND

THAT staff be directed to complete public consultation for the draft regulation mapping in accordance with Ontario Regulation 41/24;

AND

THAT staff be directed to bring the final draft regulation mapping for approval by the Board of Directors after the public consultation is complete.

Carried

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

d) Timber Tender Anderson-Lee Becker & Ringland Tract (J. Maxwell)

Judy Maxwell presented the timber tenders for the Ringland & Anderson Lee Becker tracts.

Mike Columbus asked about the Little Otter Tree Farm company, as they were only ever known to him as a tree farm, not a harvester. Judy Maxwell informed the Board that Little Otter Tree Farm have worked with LPRCA in that capacity in the past.

A-105/25

Moved by C. Van Paassen

Seconded by J. Palmer

THAT the LPRCA Board of Directors accepts the tender bid submitted by Bamberg Sawmill Ltd. for marked standing conifer timber at the Anderson-Lee-Becker Tract – LP-364-25 for a total tendered price of \$43,600.00;

AND,

THAT the LPRCA Board of Directors accepts the tender bid submitted by Little Otter Tree Farm for marked standing conifer timber at the Ringland Tract – LP-365-25 for a total tendered price of \$35,626.50.

Carried

Dave Beres brought up the recently announced Government of Ontario \$9.6 million in wetland funding and asked staff if this could be of any benefit to LPRCA. Judy Maxwell informed the Board that staff is aware of it, and the funding is focused on wetland improvement and invasive species control, which could be beneficial funding for the Lee Brown Marsh complex.

Robert Chambers asked staff for more detailed information on the Memorial Forest service happening at Backus Heritage CA in September. Staff informed the Board that the details for memorial forest will be sent to the Board via email.

11. Closed Meeting

None

Next meeting: October 1, 2025, Board of Directors at 6:30 p.m.

Adjournment

The Chair adjourned the meeting at 7:04 p.m.

Dave Beres
Chair
/ns

Judy Maxwell
General Manager/Secretary-Treasurer

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 STAFF REPORT

Date: October 1, 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.

Links to Strategic Plan:

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- 110/25

Plan 436, Lot 594, 50 Old Cut Boulevard, Norfolk County – South Walsingham

- The proposed work – to replace the existing boathouse with a two storey boathouse with 53m² (570 ft²) of useable floor area and a 19m² (208 ft²) second storey deck.
- The structure has an area of less than 100m²,
- There is no opportunity for the structure to be converted into habitable space in the future,
- The susceptibility to natural hazards is not increased or new hazards created,
- There is no feasible alternative site outside the Lake Erie shoreline flooding or erosion hazard, and
- The application in within the Lake Erie shoreline flooding and erosion hazard and this proposal will not negatively affect the control of flooding and erosion.

Application# LPRCA-113/25 REVISED

Concession 1, Lot 22, 2066 Lakeshore Road, Haldimand County - Walpole

- The proposed work – to construct a two-story, 325.6m² (3,505ft²) dwelling to

replace a 3-story, 315.1m² (3,391ft²) dwelling that was destroyed by fire on the same building footprint with a garage addition and decks,

- The revisions to the permit include changes to decking design, floor plan layouts, enclosed sitting area size, aesthetics (siding materials, window placement), and the addition of two cantilevered second-floor areas all of which result in an increased floor area of 23.71m² (255.21ft²) from the previously approved permit,
- A satisfactory site plan, grading plan, and construction drawings was submitted in support of the application,
- There is no feasible alternative site outside of the Lake Erie shoreline flooding and erosion hazard allowances,
- All potentially habitable floor space is above the design flood elevation of 177m CGVD28,
- The number of dwelling units is the same as the previous dwelling,
- A maintenance access of at least 5 metres to existing shoreline protection will be retained, and
- The application is within the Lake Erie shoreline flooding and erosion hazard allowances and the control of flooding and erosion will not be negatively impacted by the proposed development.

Application# LPRCA-147/25

Concession 11, Lot 21 & 22, Roadside R.O.W., Rocks Mill Line, Oxford County - Norwich

- The proposed work – to excavate and remove 130 metres of NPS 2-inch gas main on the north side of the road and install 127 metres of the same on the south side, with a portion attached to the side of an existing bridge,
- A satisfactory site plan and construction details was submitted in support of the application,
- There is no feasible alternative site located outside of the riverine flooding and erosion hazards,
- The application crosses above Big Otter Creek and the watercourse will not negatively the watercourse,
- A satisfactory erosion and sediment control plan was submitted with the application,
- The application is within the riverine flooding and erosion hazards and the risk of creating new flooding and/or erosion hazards or aggravating existing hazards as a result of the development is negligible, and
- The application is within the riverine flooding and erosion hazards and the control of flooding and erosion will not be negatively impacted by the proposed development.

Application# LPRCA- 148/25

Plan 190, Lot 114, 4 Ferris Street, Norfolk County – Charlotteville

- The proposed work – to construct a 17m² (186 ft²) deck on the front of the vacation home.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- There is no opportunity for conversion into habitable space in the future,
- Susceptibility to natural hazards is not increased or new hazards created, and

- The application is within the Lake Erie shoreline flooding and erosion hazard and this proposal will not negatively affect the control of flooding and erosion.

Application# LPRCA-149/25

Plan 436, Lot 88, 157 Woodstock Ave, Norfolk County- South Walsingham

- The proposed work – to replace the roof, siding, and windows; conduct interior renovations; and build two additions to the vacation home totaling 8.8 m² (95 ft²).
- A satisfactory site plan and construction drawings were submitted in support of this application,
- New excavation for a crawl space/basement is not proposed,
- The first-floor elevation of the two additions are at or above the existing first floor elevation,
- Susceptibility to natural hazards is not increased or new hazards created,
- The application is within the Lake Erie shoreline flooding hazard, and
- As per the July 5, 2017 Board Resolution# A-178/17, the requirement for safe access is deemed to be satisfied.

Application# LPRCA-150/25

Plan 207, Lot 6, 33 Prospect Street, Norfolk County – Port Dover

- The proposed work – to construct a 85m² (914 ft²) garage addition with a mudroom.
- A satisfactory site plan and construction details were submitted in support of the application,
- There is no impact on existing or future slope stability,
- The proposed development is setback from the top of bank, and
- The application is within the riverine valley system and this proposal will not negatively affect the stability of the slope.

Application# LPRCA-151/25

Plan 7127, Lot 14, 15, 2100 Lakeshore Road, Haldimand - Rainham

- The proposed work – to install a 59m² (640 ft²) basement underneath an existing vacation home.
- A satisfactory site plan and construction details were submitted in support of the application,
- There is no feasible alternative site outside the Lake Erie shoreline erosion hazard,
- The existing structure is setback from the top of stable slope,
- Maintenance access is provided to and along the shoreline, and
- The application is within the Lake Erie shoreline erosion hazard and this proposal will not negatively affect the control of erosion.

Application# LPRCA- 152/25

Plan 270, Lot 32, 26 Harold Street, Norfolk County – Charlotteville

- The proposed work – to replace the existing vacation home with a 223m² (2,400 ft²) two storey vacation home, a 51m² (553 ft²) deck, a new septic system and grading.
- 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 top of foundation and first floor elevation is above 176.8m (CGVD28),
- No habitable space is proposed below the floodproofing elevation of 176.8m (CGVD28),
- All mechanical and the electrical panel are located above the floodproofing elevation of 176.8 (CGVD28),
- The proposed septic is designed to be effective when the water table reflects the maximum monthly Lake Erie water level of 175.0m CGVD1928, and
- The application is within the Lake Erie shoreline erosion hazard and this proposal will not negatively affect the control of erosion.

Application# LPRCA- 153/25

Concession 2, Lot 21, 22, 4051 Lakeshore Road, Norfolk County – South Walsingham

- The proposed work – to renovate the existing structure to repair fire damage; including a new roof, a 36m² (387 ft²) addition to the back sunroom and garage, and a new septic system.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- There is no impact on existing or future slope stability,
- 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 slope stability.

Application# LPRCA-154/25

Concession 12, Lot 4, 8 Bloomer Street, Oxford County – Town of Tillsonburg

- The proposed work – to renovate an existing attached garage, including the framing and installation of new walls, doors, and drywall to accommodate a new accessory dwelling unit,
- Satisfactory plans and construction details were submitted in support of the application,
- There is no alternative site located outside of the regulated area,
- The proposed development will not result in any new habitable floor space below the elevation of the regulatory flood (204.26m CVGD2013),
- The site has safe access for vehicles during times of flooding, and
- The application is within the riverine flooding and erosion hazard allowances and the development will not have a negative impact on the control of flooding and/or erosion.

Application# LPRCA- 156/25

Plan 133, Lot 100, 205 Ordnance Ave, Norfolk County – Charlotteville

- The proposed work – to replace the existing vacation home with a two storey vacation home with 285m² (3067 ft²) of habitable space, attached decks, a new septic system and grading.
- A satisfactory site plan and 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 top of foundation and first floor elevation is above 176.8m (CGVD28),
- No habitable space is proposed below the floodproofing elevation of 176.8m (CGVD28),
- All mechanical and the electrical panel are located above the floodproofing elevation of 176.8 (CGVD28),
- The proposed septic is designed to be effective when the water table reflects the maximum monthly Lake Erie water level of 175.0m CGVD1928,
- As per the July 5, 2017 Board Resolution# A-178/17, the requirement for safe access is deemed to be satisfied.

Application# LPRCA- 157/25

Plan 546, Lot 54, 376 Cedar Drive, Norfolk County – Charlotteville

- The proposed work – to replace the existing vacation home with a two storey vacation home with approximately 330m² (3560 ft²) of habitable floor area, an attached garage, deck, a new septic system and subsequent grading.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The residential structure meets the floodproofing standard,
- The top of foundation and first floor elevation is at or above 176.8m (CGVD28),
- No habitable space is proposed below the floodproofing elevation of 176.8m (CGVD28),
- All mechanical and the electrical panel are located above the floodproofing elevation of 176.8m (CGVD28),
- The proposed septic is designed to be effective when the water table reflects the maximum monthly Lake Erie water level of 175.0m CGVD1928,
- The application is within the Lake Erie shoreline flooding and erosion hazard,
- As per the July 5, 2017 Board Resolution# A-178/17, the requirement for safe access is deemed to be satisfied.

Application# LPRCA- 158/25

Concession 2, Lots 10,11, 365569 Evergreen Street, Oxford County – Burgessville

- The proposed work – to create a pond approximately 90ft by 60 ft in size, approximately 4 feet deep.
- Material removed will be deposited on the west side of the pond, approximately 30 ft back from the pond,
- The susceptibility to natural hazards is not increased or new hazards created,
- The application is within the riverine flooding hazard allowance and this proposal will not negatively impact the control of flooding.

Application# LPRCA- 159/25

Plan 29B, Lot 8, 1639 Old Brock Street, Norfolk County – Charlotteville

- The proposed work – to construct a 35m² (384 ft²) shed approximately 20 metres from a Provincially Significant Wetland.
- A satisfactory site plan and construction drawings were submitted in support of this

- application,
- The application is within the area of interference adjacent to a Provincially Significant Wetland. The hydrologic function of the wetland will not be negatively impacted by this development.

Application# LPRCA-160/25

Concession 12, Lot 4, 275 Concession 11 Walpole, Haldimand County - Walpole

- The proposed work – to install 27.2 metres of plastic gas pipe to service an existing dwelling, requiring crossing under a roadway and ditch via horizontal directional drilling,
- A satisfactory site plan and construction details was submitted in support of the application,
- There is no feasible alternative site located outside of the regulated area,
- A satisfactory erosion and sediment control plan was submitted as part of the application, and
- The application is within the riverine flooding and erosion hazard and the control of flooding and erosion will not be negatively impacted by the proposed development.

Application# LPRCA- 161/25

Plan 18072, Lot 5, 10 Hickory Beach Lane, Haldimand County – Walpole

- The proposed work – to lift the existing cottage and add a basement with a concrete foundation.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The existing cottage is appropriately setback from the stable top of slope,
- The basement floor elevation is elevated above the shoreline flood hazard,
- The application is within the Lake Erie flood hazard allowance and erosion hazard and this proposal will not negatively affect the control of flooding or erosion.

Application# LPRCA-162/25

Concession 1, Lot 14, 538 South Coast Drive, Haldimand County - Walpole

- The proposed work – to construct a 30m² (323ft²) deck on the rear of an existing 135.8m² (1461ft²) cottage, make renovations to the cottage including the replacement of deteriorated framing members, roofing, finishes, doors and windows, replace an existing 800-gallon septic holding tank, and to move and make repairs to an existing 36.4m² (392.1ft²) shed,
- A satisfactory site plan and construction details was submitted in support of the application,
- There is no feasible alternative location outside of the Lake Erie shoreline erosion hazard,
- All proposed development is setback a minimum of 6 metres from the top of stable slope,
- No new or additional dwelling units will be created as a result of the development,
- The existing maintenance access to shoreline protection will not be reduced as a result of the development, and
- The application is within the Lake Erie shoreline erosion hazard and flood allowances and the control of flooding and erosion will not be negatively impacted by the proposed development.

Application# LPRCA- 163/25

Plan 436, Lot 364, 22 Beach Avenue, Norfolk County – South Walsingham

- The proposed work – to replace the existing vacation home with a new vacation home with 166m² (1794 ft²) of habitable space, front and back decks, a new septic system and grading.
- A satisfactory site plan and engineered construction drawings were submitted in support of this application,
- The top of foundation and first floor elevation is above 176.8m (CGVD28),
- No habitable space is proposed below the floodproofing elevation of 176.8m (CGVD28),
- All mechanical and the electrical panel are located above the floodproofing elevation of 176.8 (CGVD28),
- The proposed septic is designed to be effective when the water table reflects the maximum monthly Lake Erie water level of 175.0m CGVD1928,
- As per the July 5, 2017 Board Resolution# A-178/17, the requirement for safe access is deemed to be satisfied.

Application# LPRCA- 164/25

Stoney Creek, Oxford County – Tillsonburg

- The proposed work – to conduct sanitary sewer erosion mitigation work. Proposed work includes augmenting the bed with riffle stone or riffle mix, installing paired rock weirs, grouting exposed sanitary pipes, and restoring banks to protect infrastructure and maintain stream function.
- A satisfactory design report and construction drawings were submitted in support of this application,
- Potential adverse hydraulic or fluvial impacts are limited and mitigated,
- The risk of flood damage to upstream or downstream properties is not increased,
- The application is within the riverine erosion and flood hazard and this proposal should not negatively affect the control of flooding and erosion.

Application# LPRCA-166/25

Concessions 10-12, Lots 4,7-8, Highway 59 & Potters Road R.O.W, Oxford County – Norwich

- The proposed work – to install fiberoptic conduit and cable within the roadside R.O.W requiring crossing under four watercourses via horizontal directional drill,
- Satisfactory site plans and construction details were submitted in support of the application,
- There are no feasible alternative sites located outside of the regulated areas,
- A satisfactory erosion and sediment control plan was submitted as part of the application,
- The application is within the riverine flooding and erosion hazards and the control of flooding and erosion will not be negatively impacted by the proposed development, and
- The proposed work will not negatively impact the watercourses or wetlands.

Application# LPRCA- 167/25

Concession 11, Lot 6, 490 Broadway Street, Oxford County – Tillsonburg

- The proposed work – to create a second unit in an existing basement. This includes interior renovations, enlarging a window and creating a below grade entrance.
- Satisfactory engineered construction drawings were submitted in support of this application,
- All habitable space is above the 100-year flood elevation of 236.8m (CGVD28),
- The application is within the riverine flood hazard allowance and this proposal should 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:

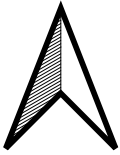
Leigh-Anne Mauthe

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

Approved and submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager

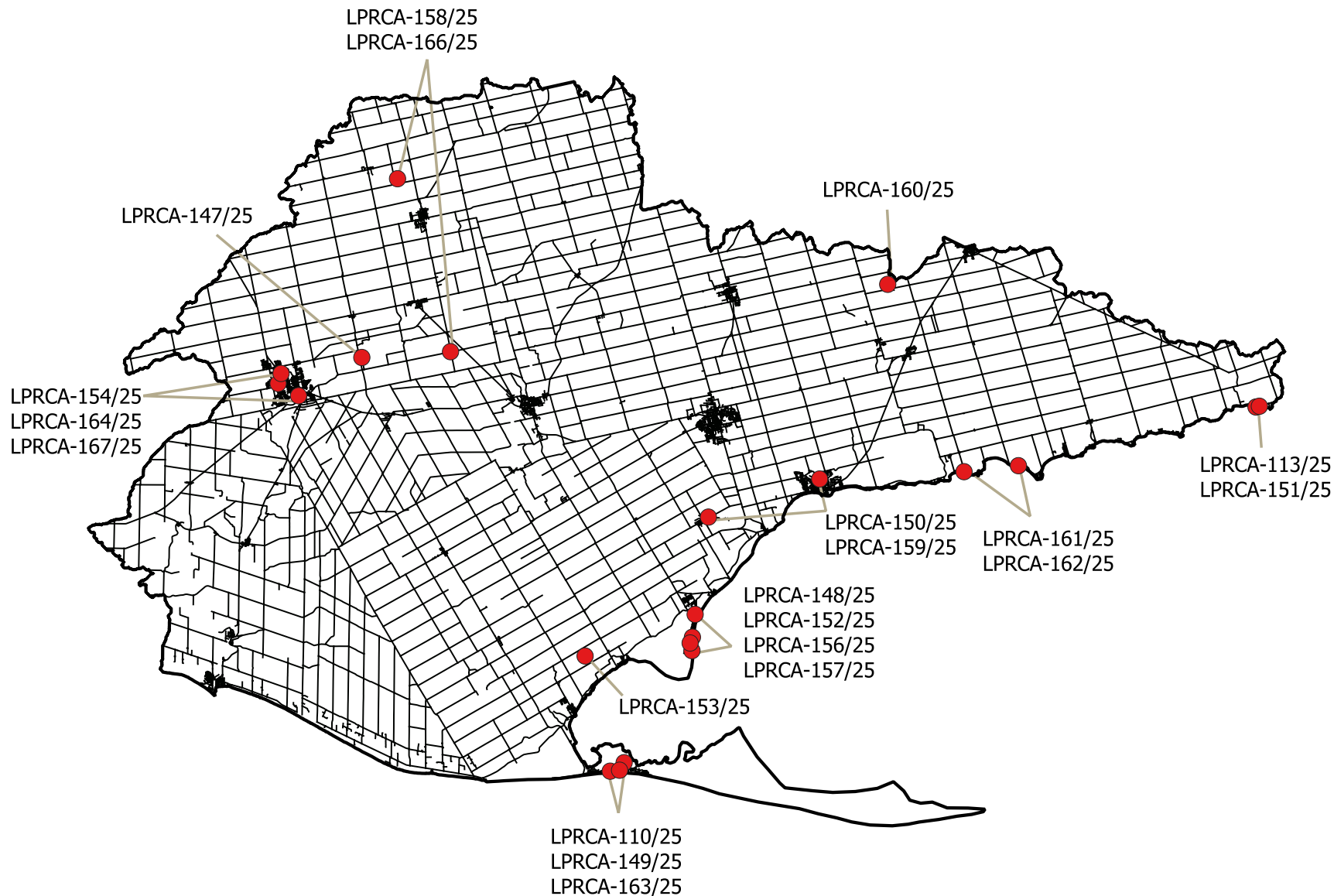


LONG POINT REGION
CONSERVATION
AUTHORITY

Approved Applications
O. Reg. 41/24

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Conservation Authority





LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

Date: September 24, 2025
To: Chair and Members, LPRCA Board of Directors
From: General Manager, LPRCA
Re: **GM's REPORT – September 2025**

File: 1.1.2

Recommendation:

THAT the LPRCA Board of Directors receives the General Manager's Report for September 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:

At the Conservation Ontario Council meeting on September 22nd the 2026 budget for Conservation Ontario was reviewed, and the contribution required from LPRCA is increasing 4.9% to \$34,510 vs \$32,910 for 2025.

Staff has reviewed 166 permit applications as of September 23rd compared to 152 permit applications in 2024. Staff has also reviewed and provided comments to municipal staff on 80 Planning Act applications and 17 pre-consultations.

The Provincial Flood Forecasting and Warning Workshop was organized and hosted by Conservation Ontario on September 16th and 17th in Toronto and the Manager of Engineering & Infrastructure attended. The workshop aims to strengthen connections among agencies involved in flood forecasting and warning, emergency management, flow measurement, and data collection.

The conditions have improved with the rainfall received however a Level 1 Low Water Advisory remains in effect for all areas of the Long Point Region watershed.

In partnership with Ministry of Environment, Conservation and Parks, LPRCA staff completed water sampling in the watershed for the Provincial (Stream) Water Quality Monitoring Network (PWQMN) and Provincial Ground Monitoring Network (PGMN). For PWQMN, staff will be completing two more sampling runs in October and November for a total of eight. The final PGMN water quality sampling will be completed in November.

The War of 1812 reenactment held on September 6th and 7th was a success with approximately 500 visitors over the 2 days. The event was funded by community and individual donations totaling \$2,000, which is greatly appreciated. The event received a lot of positive feedback and

there is a strong desire by the reenactors and the public for a 2026 event.

The capital projects approved in the 2025 budget for the Conservation Education Center exterior updates have been completed. The rear porch, elevated deck, eavestrough, downspouts and fascia were replaced.

The decoy gallery room has also been completed with decoy donations continuing to be received. The public that visited the Canadian Decoy and Outdoor Collectible Show and Sale on September 20th at the Conservation Education Center also got to view the decoy gallery. A grand opening will be held in late May of 2026.

Currently, there are two harvesting operations in the McKonkey and Ringland tracts. Staff are conducting cut inspections and monitoring the operations. Staff are continuing to inventory hemlock trees and treat for Hemlock Woolly Adelgid (HWA) until the end of October.

Forestry staff is organizing and hosting a tour for the Sustainable Forestry Initiative group on October 1st and they will be visiting logging operations and forest tracts which have been treated for HWA. Staff will be attending the annual Forest Stewardship Council (FSC) meeting on October 2nd at Eco-Adventures. The Invasive Species Action Fund for HWA funding for 2026 will be opening up in late fall and forestry staff will be applying.

A staff and board Christmas dinner has been scheduled for December 11th at the Mill in Tillsonburg starting at 5:00pm.

Staff are all working hard in delivering our programs and services to the residents of the watershed.

Prepared and submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager



**LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT**

Date: September 25, 2025

File: 1.3.1.0.3

To: Chair and Members, Board of Directors

From: General Manager

Re: Boardroom Renovation Project

Recommendation:

THAT the LPRCA Board of Directors approves staff to proceed with Boardroom Renovations;

AND

THAT the LPRCA Board of Directors approves the use of \$27,778 surplus funds from the Administration Office Renovation project;

AND

THAT the LPRCA Board of Directors approves the use of up to \$21,222 of unrestricted reserves.

Strategic Direction:

Strategic Direction #3 – Support and Empower Our People

Strategic Direction #4 – Organizational Excellence

Purpose:

The purpose of this report is to seek Board approval for the procurement of boardroom chairs, boardroom flooring, painting and the replacement of the boardroom curtains with blinds.

Background:

The Administration Office Renovation was approved in the 2024 budget for \$208,000. The project is now complete with a cost of \$179,222 leaving a surplus of \$28,778. Not included in these figures was the replacement of lights in the office which was covered by the landlord.

Discussion

The roof was replaced by the landlord in June 2025 and who has scheduled for the ceiling tiles and lights in the boardroom to be replaced due to a water leak and the conditions. With these upgrades to the ceiling tiles and lights forthcoming, staff is proposing to advance the upgrades to the boardroom.

Staff is proposing to replace the boardroom chairs and boardroom flooring, refresh the paint, and the replace of the boardroom curtains with blinds. Staff is in the process of receiving quotes from vendors for each of the components of the project.

Staff is seeking approval to use the \$28,778 surplus from the administration office renovation project and up to \$21,222 from unrestricted reserves to complete the boardroom renovation project.

The boardroom has been rented consistently since November 2023. The rental revenues have contributed to unrestricted reserves in the amount of \$10,000 over this time.

Financial Implications:

The boardroom renovation project will make use of \$28,778 of 2024 approved budget surplus funds and the use of \$21,222 from unrestricted reserves.

Prepared By:

Aaron LeDuc

Aaron LeDuc
Manager of Corporate Services

Approved and submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager



LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

Date: October 1, 2025

File: 1.2.10.1

To: Chair and Members,
LPRCA Board of Directors

From: General Manager

Re: Administration Review Policy for Permits

Recommendation:

THAT the LPRCA Board of Directors approve the Administration Review Policy for Permits required under Section 12 of *Ontario Regulation 41/24* as presented.

Links to Strategic Plan:

Strategic Direction # 1 – Protect People and Property from Flooding and Natural Hazards
Strategic Direction # 4 – Organizational Excellence

Purpose:

The purpose of this report is to present to the members the Administration Review Policy for the completion of an administrative review under Section 8, Request for Review of *Ontario Regulation 41/24, Prohibited Activities, Exemptions and Permits*.

Background:

Ontario Regulation 41/24, Prohibited Activities, Exemptions and Permits, came into effect on April 1, 2024. Section 8 of the new regulation allows applicants to request a review by the authority relating to permitting activities. Section 12 of O. Reg. 41/24 requires all Conservation Authorities to develop a policy and procedures document for administrative reviews.

Discussion:

Under section 8 of *Ontario Regulation 41/24* the following is when an applicant may request a review by the authority if;

- (a) the applicant has not received a notice from the authority within 21 days in accordance with subsection 7 (2);
- (b) the applicant disagrees with the authority's determination that the application for a permit is incomplete; or
- (c) the applicant is of the view that a request by the authority for other information, studies or plans under clause 7 (1) (i) is not reasonable.

The draft Administrative Review Policy (attached) provides a structure and consistent process for LPRCA staff to follow when conducting and evaluating administrative review requests. This policy is consistent with the policy guidance document that was prepared by Conservation Ontario to aid Conservation Authorities with developing their own policy.

The General Manager is appointed as the Administrative Review Officer through LPRCA's Administration and Delegation of Powers related to Permit Issuance, Extensions, Cancellation, and Hearings Policy approved in April of 2024 by the LPRCA Board of Directors.

Financial Implication:

There are no financial implications associated with this report.

Prepared 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



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|---|--------------------------|-------------|
| Policy Title: Administrative Review Policy for Permits under Section 12 of <i>Ontario Regulation</i> 41/24 | Policy Number: 018-25 | Pages: 5 |
| Date: | Supersedes: | |
| Cross Reference: | Issuing Authority: | |

1.0 Statement

The policy outlined below is intended to guide the Long Point Region Conservation Authority (LPRCA) when receiving, evaluating, and making a decision related to a request for review (herein referred to as an “administrative review”) submitted in accordance with s. 8 of *O. Reg. 41/24* made under the *Conservation Authorities Act*, as amended.

2.0 Purpose of an Administrative Review

The purpose of an administrative review is to provide the applicant with an opportunity to resolve issues specified in s. 8 (1) of *O. Reg. 41/24*.

Administrative reviews do not determine whether a permit will be issued, or the scope of conditions proposed to be attached to a permit; these factors will be assessed throughout the permit review process, after the administrative review is complete. An applicant will be provided with an opportunity to be heard by the Authority in a hearing should staff recommend refusal of their application, or should staff propose permit conditions the applicant disagrees with.

Additionally, administrative reviews are not intended to be a procedure to settle permit fee disputes. Disputes related to the charging of the Authority’s permit fees will be addressed in accordance with the Authority’s fee policy.

3.0 Pre-submission Consultation

The LPRCA encourages pre-submission consultation prior to an application submission for the purpose of confirming the requirements of a complete application to obtain a permit.

Pre-submission consultation shall occur as a meeting between LPRCA staff, the applicant, and/or the municipality and/or other regulatory agencies (if applicable), prior to application submission. This meeting may occur prior to or at the same time as a site visit to the property where the activity is proposed to be carried out. Pre-submission

consultation is a critical value-added service that assists applicants with the application process.

After the pre-submission consultation meeting, LPRCA will provide the applicant with complete application requirements, and scoping of required studies. A successful pre-submission consultation should result in a quality submission where the LPRCA's complete application requirements are met; thereby minimizing potential for an administrative review request. Where an application has been submitted without pre-consultation, complete application requirements should be communicated to the applicant, in writing, during the 21 days allotted for a complete application decision.

If after a pre-consultation meeting, the proposed development activities change in size or scope, the application will be treated as a new application and LPRCA will confirm in writing to the applicant the requirements for a complete application.

4.0 Complete Application Requirements

The LPRCA's complete application requirements will be in accordance with s. 7 (1) and (2) of *O. Reg. 41/24* and will be provided in writing following a pre-submission consultation and/or application submission.

Below are the requirements for a complete application for a permit as per *O. Reg. 41/24*:

S 7. (1) An application for a permit under section 28.1 of the Act shall be submitted to an authority and shall include,

- (a) a plan of the area showing the type and location of the proposed development activity or a plan of the area showing plan view and cross-section details of an activity to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse, or change or interfere with a wetland;
- (b) the proposed use of any buildings and structures following completion of the development activity or a statement of the purpose of an activity to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse or to change or interfere with a wetland;
- (c) the start and completion dates of the development activity or other activity;
- (d) a description of the methods to be used in carrying out an activity to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse, or change or interfere with a wetland;
- (e) the elevations of existing buildings, if any, and grades and the proposed elevations of any buildings and grades after the development activity or other activity;
- (f) drainage details before and after the development activity or other activity;
- (g) a complete description of any type of fill proposed to be placed or dumped;

(h) a confirmation of authorization for the proposed development activity or other activity given by the owner of the subject property, if the applicant is not the owner; and

(i) any other technical information, studies or plans that the authority requests including information requested during pre-submission consultations between the authority and the applicant.

S. 7(2) Upon receipt of the information required under subsection (1) and payment by the applicant of the fee charged by the authority under subsection 21.2 (4) of the Act, the authority shall notify the applicant in writing, within 21 days, whether or not the application complies with subsection 28.1 (3) of the Act and is deemed to be a complete application.

5.0 Eligibility

Eligibility Requests for administrative review apply to applications made under s. 28.1 of the *Conservation Authorities Act*.

Administrative reviews undertaken by the LPRCA shall be conducted under the following circumstances as per s. 8 (1) of *O. Reg 41/24*:

- a) The applicant has not received written confirmation from the Authority within 21 days upon submission of the application and fee in accordance with the Authority's Complete Application requirements; or,
- b) The applicant disagrees with the Authority's determination that the application for a permit is incomplete; and/or,
- c) The applicant is of the view that the request for other information, studies or plans is not reasonable under clause 7 (1) (i).

The administrative review process is not available where the development or alteration activity has already commenced without the necessary LPRCA permits in place.

6.0 Timeline for Review

Administrative reviews shall be completed within 30 days of receipt of a request for review by the applicant.

There may be extenuating circumstances where it is not possible to complete the administrative review within 30 days. In these cases, LPRCA will provide notice to the applicant of any anticipated delays and obtain written approval of the applicant to extend the timeline, if feasible.

7.0 Authority (or Delegate) Powers

Subsection 8(2) of *O. Reg 41/24* establishes the outcome of an administrative review, being that the Authority (or its delegate) must:

- (a) confirm that the application meets the requirements for a complete application; or provide reasons why the application is incomplete; or,
- (b) provide reasons why a request for other information, studies or plans is reasonable or withdraw the request for all or some of the information, studies, or plans.

Section 28.4 of the *Conservation Authorities Act* enables an Authority to delegate any of its powers related to the issuance or cancellation of permits or to the holding of hearings in relation to the permits to its executive committee or to any other person or body subject to limitations or requirements prescribed by regulation. As such, the LPRCA has delegated the above administrative review powers to the General Manager/Secretary Treasurer as the Administrative Review Officer.

8.0 Submitting a Request for Administrative Review

The administrative review process must be commenced by the applicant and/or authorized agent of the applicant, by notifying the Manager of Watershed Services in writing with their intentions to request review under s.8 of *O. Reg 41/24*. The applicant will be provided with the LPRCA Request for Administrative Review form and a copy or link to this policy document upon receipt of the request.

9.0 Administrative Review Process

Upon receipt of a completed Request for Administrative Review form, the Manager of Watershed Services will compile all the information provided through the submission as well as all information available on the application in question to assist the Administrative Review Officer in their review of the request. The Administrative Review Officer may also reach out to the applicant directly for clarification or questions regarding their request for administrative review. The Administrative Review Officer will evaluate the request in accordance with section 10 of this policy.

9.1 Evaluation Criteria

The Administrative Review Officer shall evaluate the request for administrative review in accordance with the following standards:

- 1) That the request for review meets the eligibility criteria outlined in section 5 of this policy.
- 2) That the application and/or the requests for information, studies and plans by the LPRCA staff are consistent with the requirements of the *Conservation Authorities Act*, *O. Reg. 41/24* and any LPRCA Board approved policies.
- 3) That the applicant has submitted all information detailed in the section 4 of this policy for a complete application requirement.

- 4) To determine if the LPRCA's request for other information, plans and studies is reasonable, the request must be made in accordance with the LPRCA's policies for the proposed project, must reflect the site-specific hazards, and the request is consistent with similar application requirements within the watershed.

10.0 Decision

The decision for an administrative review is limited to determining a complete application and/or whether the request for all or some of the information, studies, or plans is reasonable; it is not a decision as to whether or not to issue a permit, nor a process to settle permit fee disputes. The administrative review decision of the Administrative Review Officer is final.

Upon completing the administrative review, the Administrative Review Officer will notify the applicant of the decision in writing, which must:

- a) Confirm that the application meets the Authority's complete application requirements and is complete or provide reasons why the application is incomplete; or,
- b) Provide reasons why requests for other information, studies or plans are reasonable, or withdraw the request for all or some of the information, studies, or plans (if applicable).

11.0 Notice and Communication

The Manager of Watershed Services shall provide the following correspondence in writing to the applicant:

- 1) Within 1-2 business days, upon receipt of a "Request for Review" form, confirm the receipt of the request, set out the start and end dates of the administrative review period (requests for administrative review shall be completed within 30 days upon receipt of the request, unless an extension is approved by the applicant); and,
- 2) Forthwith, upon completion of the review by the Administrative Review Officer, provide notice of decision, with reasons.

12.0 Administrative Review Policy – Updates

The Authority will review and update the policy as required. Public and stakeholder consultation will be completed as the authority considers advisable.