



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of January 7, 2026**  
**Approved February 4, 2026**

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**Members in attendance:**

Doug Brunton, Chair	Norfolk County
Chris Van Paassen, Vice-Chair	Norfolk County
Shelley Ann Bentley	Haldimand County
Dave Beres	Town of Tillsonburg
Robert Chambers	County of Brant
Michael Columbus	Norfolk County
Ed Ketchabaw	Municipality of Bayham/Township of Malahide
Tom Masschaele	Norfolk County
Debera McKeen	Haldimand County
Jim Palmer	Township of Norwich
Peter Ypma	Township of South-West Oxford

**Regrets:** None

**Staff in attendance:**

Judy Maxwell, General Manager  
Aaron LeDuc, Manager of Corporate Services  
Leigh-Anne Mauthe, Manager of Watershed Services  
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 6:30 p.m., Wednesday, January 7, 2026.

**2. Additional Agenda Items**

There were no additional agenda items.

**3. Approval of the Agenda**

**A-1/26**

Moved by P. Ypma  
Seconded by J. Palmer

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

**Carried**

**4. Declaration of Conflicts of Interest**

None were declared.

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**FULL AUTHORITY COMMITTEE MEMBERS**

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

## **5. Elections**

The Chair and Vice-Chair vacated their seats and Ms. Kimberley Earls, Executive Director for South Central Ontario Region Economic Development Corporation assumed the Chair position. The positions for Chair and Vice-Chair were declared vacant.

**A-2/26**

Moved by M. Columbus  
Seconded by S. Bentley

THAT the LPRCA Board of Directors appoints Christine Jacob as scrutineer for the purpose of electing officers.

**Carried**

### **a) Election of Chair**

#### **1) Call for Nominations**

Dave Beres nominated Doug Brunton who accepted the nomination.

Tom Masschaele nominated Chris Van Paassen who accepted the nomination.

Chair Earls made the third and final call for nominations. There were no further nominations.

#### **2) Motion to Close Nominations for Chair**

**A-3/26**

Moved by J. Palmer  
Seconded by E. Ketchabaw

THAT the nominations for the Chair be closed.

**Carried**

Doug Brunton and Chris Van Paassen addressed the Board to support their nominations

#### **3) Distribution and collection of ballots by Scrutineer**

Ballots were distributed the first time and a majority vote was achieved.

#### **4) Announce Election Results**

Doug Brunton was declared the Long Point Region Conservation Authority Chair for 2026.

#### **5) Motion to Destroy Ballots**

**A-4/26**

Moved by T. Masschaele  
Seconded by D. McKeen

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

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

THAT the ballots for LPRCA Chair be destroyed.

**Carried**

**b) Election of Vice-Chair**

**1) Call for Nominations**

Tom Masschaele nominated Chris Van Paassen who accepted the nomination.

Doug Brunton nominated Dave Beres who declined the nomination.

Chair Earls made the third and final call for nominations. There were no further nominations.

**2) Motion to Close Nominations for Vice-Chair**

**A-5/26**

Moved by M. Columbus

Seconded by J. Palmer

THAT the nominations for the LPRCA Vice-Chair be closed.

**Carried**

**3) Distribution and collection of ballots by Scrutineer**

No Ballots were required.

**4) Announce Election Results**

Chris Van Paassen was declared the Long Point Region Conservation Authority Vice-Chair for 2026.

**5) Motion to Destroy Ballots**

No Ballots were required.

The Chair and Vice-Chair thanked their nominators and the Board for their support and were looking forward to the year ahead.

Ms. K. Earls and Ms. C. Jacob were thanked for their service and left the meeting.

Doug Brunton, Chair assumed the position and carried on the meeting.

**6. Committee Appointments**

The General Manager reviewed each of the committee membership requirements and members were asked to express interest in committee appointments.

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**FULL AUTHORITY COMMITTEE MEMBERS**

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

**A-6/26**

Moved by D. McKeen  
Seconded by T. Masschaele

THAT the LPRCA Board of Directors approves the following appointments for 2026:

Michael Columbus and the LPRCA Chair and Vice-Chair to the Land Acquisition Committee;

And

Michael Columbus and LPRCA Chair to the Lee Brown Marsh Management Committee;

And

Dave Beres, Tom Masschaele, Jim Palmer and the LPRCA Chair to the Backus Museum Committee;

And

Robert Chambers, Dave Beres, Ed Ketchabaw, the Chair, and Vice-Chair to the Audit and Finance Committee.

**Carried**

**Minutes of the Previous Meeting**

**a) Board of Directors Meeting of December 3, 2025**

**A-7/26**

Moved by T. Masschaele  
Seconded by S. Bentley

THAT the minutes of the LPRCA Board of Directors Meeting held December 3, 2025 be adopted as circulated.

**Carried**

**7. Business Arising**

There was no business arising from the previous minutes.

**8. Review of Committee Minutes**

**a) Backus Museum Committee Meeting of June 2, 2025**

Mike Columbus, asked Tom Masschaele (the Chair of the Backus Museum Committee for 2025) to speak to the Board members about Backus and the conditions of the buildings. Tom Masschaele spoke to the Board about the Backus Historic Site and Judy Maxwell added that with the approval of the 2026 budget there are funds allocated to the removal of

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

unsafe buildings and an engineering report for the Mill.

**A-8/26**

Moved by M. Columbus  
Seconded by J. Palmer

THAT the minutes of the Backus Museum Committee meeting held June 2, 2025 be received as information

**Carried**

**b) Lee Brown Marsh Management Committee Meeting of August 19, 2025**

**A-9/26**

Moved by T. Masschaele  
Seconded by D. McKeen

THAT the minutes of the Lee Brown Marsh Management Committee meeting held August 19, 2025 be received as information

**Carried**

**c) Lee Brown Marsh Management Committee Meeting of December 19, 2025**

**A-10/26**

Moved by M. Columbus  
Seconded by S. Bentley

THAT the minutes of the Lee Brown Marsh Management Committee meeting held December 19, 2025 be received as information.

**Carried**

**9. Correspondence**

Shelley Ann Bentley commented on how positive it was to receive many correspondences opposing the amalgamation of the Conservation Authorities.

**A-11/26**

Moved by S. Bentley  
Seconded by J. Palmer

THAT the correspondences outlined in the Board of Directors agenda of January 7, 2026 be received as information.

**Carried**

**10. Development Applications**

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

Leigh-Anne Mauthe presented the report.

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**FULL AUTHORITY COMMITTEE MEMBERS**

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

Shelley Ann Bentley was happy to see a Haldimand County #LPRCA-210/25 permit approved.

Mike Columbus asked staff about application #207/25 and the proposed work to move fill with no building. Leigh-Anne Mauthe informed the Board that grading was done on the property without a permit, and the approved permit was to address that.

**A-12/26**

Moved by D. Beres

Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated January 7, 2026 as information.

**Carried**

**11. New Business**

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

Judy Maxwell presented the report.

Dave Beres added that the ROMA Board was opposed to the amalgamation of the Conservation Authorities and would be meeting with Minister McCarthy the weekend before the ROMA Conference.

Debera McKeen asked Dave Beres if he could keep the Board updated if anything arises from that conversation.

Judy Maxwell informed the Board that AMO and Conservation Ontario issued a joint letter in support of Conservation Authorities.

**A-13/26**

Moved by E. Ketchabaw

Seconded by J. Palmer

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

**Carried**

**b) Fee Schedules (A. LeDuc)**

Aaron LeDuc presented the 2026 Draft Fee Schedules report.

**A-14/26**

Moved by M. Columbus

Seconded by D. McKeen.

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**FULL AUTHORITY COMMITTEE MEMBERS**

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

THAT the LPRCA Board of Directors approves the proposed 2026 Fee Schedules as presented to be effective January 8, 2026.

**Carried**

**c) Per diem & Mileage (A. LeDuc)**

Aaron LeDuc presented the Per Diem and Mileage report.

**A-15/26**

Moved by J. Palmer

Seconded by P. Ypma

THAT the LPRCA Board of Directors approves increasing the Chair's Honorarium to \$2,924, the Vice-chair's Honorarium to \$1,170, the Member's meeting per diems to \$117, and the mileage rate to \$0.66 per kilometre effective January 1, 2026.

**Carried**

**d) 2026 LPRCA Budget and Levy Apportionment Vote (A. LeDuc)**

Following the budget meeting of November 13, the 2026 draft budget was circulated to member municipalities for a 30-day review and comment period. One comment was received by the Municipality of Bayham to keep their levy at \$0 increase.

Ed Ketchabaw asked staff how the request by the Municipality of Bayham was handled. Aaron LeDuc informed the Board that the CVA is done by the MNR which annually provides the assessment data. The overall budget increase to the Municipalities was 0%, however, the change in the percentage of assessment did lead to increases and decreases for member municipalities. Aaron LeDuc informed the Board that staff responded to the Municipality of Bayham's request, which was attached to the report, and that LPRCA would not be adjusting Bayham's increase.

**A-16/26**

That the LPRCA Board of Directors approves the following recommendations regarding LPRCA's 2026 Operating and Capital budgets;

1. That the 2026 Operating Budget in the total amount of \$6,370,228 and requiring a Municipal Levy- Operating of \$2,238,181 be approved as set out in Attachment 1;
2. That the 2026 Capital Budget in the total amount of \$1,199,455 requiring a General Municipal Levy - Capital of \$157,000 and a Municipal Special Levy – Capital of \$260,000 for Norfolk County be approved as set out in Attachment 2;
3. That the proposed 2026 Consolidated Budget in the total amount of \$7,569,683 and requiring a Municipal Levy – Consolidated of \$2,655,181 be approved as set out in Attachment 2.
4. That the proposed 2025 Municipal Levy Apportionment by CVA % be approved as set out in Attachment 3.

<u>Member</u>	<u>Municipality/Group</u>	<u>Weight</u>	<u>Absent</u>	<u>Present</u>	<u>In Favour</u>	<u>Opposed</u>
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Ed Ketchabaw	Municipality of Bayham	4.52		✓	4.53	
Robert Chambers	County of Brant	7.49		✓	7.40	
Shelley Ann Bentley	Haldimand County	7.35		✓	7.38	
Debera McKeen	Haldimand County	7.34		✓	7.38	
Ed Ketchabaw	Township of Malahide	0.7		✓	0.72	
Doug Brunton	Norfolk County	12.5		✓	12.5	
Michael Columbus	Norfolk County	12.5		✓	12.5	
Tom Masschaele	Norfolk County	12.5		✓	12.5	
Chris Van Paassen	Norfolk County	12.5		✓	12.5	
Jim Palmer	Township of Norwich	7.53		✓	7.53	
Peter Ypma	Township of South-West Oxford	7.53		✓	7.53	
Dave Beres	Town of Tillsonburg	7.53		✓	7.53	

Weighted Vote Result

100%

100%

100%

**Carried**

**e) Timber Tender Harris Floyd Tract (Block #4) (J. Maxwell)**

Judy Maxwell presented the Timber Tender for Harris Floyd report.

**A-17/26**

Moved by D. McKeen

Seconded by P. Ypma

THAT the LPRCA Board of Directors accepts the tender submitted by Leonard Pilkey for marked standing timber at the Harris Floyd Tract (Block #4) – LP-367-26 for a total tendered price of \$147,693.00.

**Carried**

The closed session began at 7:35 p.m.

**12. Closed Meeting**

**A-18/26**

Moved by D. Beres

Seconded by R. Chambers

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

- The Security of the property of the Authority

**Carried**

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The Board reconvened in open session at 8:22 p.m.

The closed meeting minutes of the December 3, 2025 was approved in the closed session.

Next meeting: February 4, 2026, Board of Directors

**Adjournment**

The Chair adjourned the meeting at 8:24 p.m.

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Doug Brunton  
Chair

Judy Maxwell  
General Manager/Secretary-Treasurer

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