



**BOARD OF DIRECTORS MEETING**  
**Wednesday, June 3, 2026 @ 6:30 p.m.**  
**Tillsonburg Administration Office**

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**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 – May 6, 2026 1-7
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) 8-14
10. New Business:
  - a) General Manager's Report (J. Maxwell) 15-16
  - b) 2026 Christmas Operating Schedule (A. LeDuc) 17-18
  - c) Regulations Officer and Provincial Offences Officer Appointment (L. Mauthe) 19-20
  - d) 2026 Tree Planting Report (P. Gagnon) 21-22
11. Closed Session: None

Next Meeting: Board of Directors, July 8, 2026, 6:30pm

Adjournment



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of May 6, 2026**

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Members in attendance:

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

Regrets:

Shelley Ann Bentley	Haldimand County
Tom Masschaele	Norfolk 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 6:30 p.m., Wednesday, May 6, 2026.

**2. Additional Agenda Items**

Peter Ypma, brought forward an additional item to the agenda.

**A-62/26**

Moved by M. Columbus  
Seconded by P. Ypma

THAT the LPRCA Board of Directors add an Item to discuss; Community Living Tillsonburg – All Season Firestarters, under New Business as item 10(g) to the May 6, 2026 agenda.

**Carried**

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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

### **3. Approval of the Agenda**

**A-63/26**

Moved by J. Palmer  
Seconded by D. McKeen

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

**Carried**

### **4. Declaration of Conflicts of Interest**

None.

### **5. Minutes of the Previous Meeting**

#### **a) Board of Directors Hearing Board Meeting of April 1, 2026**

**A-64/26**

Moved by E. Ketchabaw  
Seconded by D. Beres

THAT the minutes of the LPRCA Board of Directors Hearing Board meeting held April 1, 2026 be adopted as circulated.

**Carried**

#### **b) Board of Directors Meeting of April 1, 2026**

**A-65/26**

Moved by D. Beres  
Seconded by D. McKeen

THAT the minutes of the LPRCA Board of Directors Meeting held April 1, 2026 be adopted as circulated.

**Carried**

### **6. Business Arising**

There was no business arising from the previous minutes.

### **7. Review of Committee Minutes**

#### **a) Backus Museum Committee Meeting – December 18, 2025**

Mike Columbus asked staff about vacancies on the Backus Museum Committee and the terms of service for members. Staff informed the Board that there were community member vacancies and that under the Terms of Reference, committee members could only serve six years and could not return afterwards.

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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-66/26**

Moved by J. Palmer  
Seconded by M. Columbus

THAT the Backus Museum Committee Meeting minutes of December 18, 2025 be received as information

**Carried**

**8. Correspondence**

**A-67/26**

Moved by P. Ypma  
Seconded by D. McKeen

THAT the correspondences outlined in the Board of Directors agenda of May 6, 2026 be received as information.

**Carried**

**9. Development Applications**

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

Leigh-Anne Mauthe presented the report. Leigh-Anne Mauthe noted that permit #61/26 had an error and was "Haldimand County" not "Norfolk County".

There were no questions.

**A-68/26**

Moved by D. Beres  
Seconded by M. Columbus

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated May 6, 2026 as information.

**Carried**

**10. New Business**

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

Judy Maxwell presented the report, highlighting the 3<sup>rd</sup> place win for the Backus Grist Mill in the Next Great Save competition and informing the Board of Cranberry Creek Garden's generous \$1,000 donation to further the Mill repairs.

Dave Beres asked staff where the funds of the prize money were going towards. Judy Maxwell informed the Board that the funds will go towards the engineering report and the fix of the drainage issue around the Mill.

Dave Beres asked staff if the Mill would be open for tours in 2026. Judy Maxwell informed the Board that the Mill will remain closed in 2026, but staff have developed programming and

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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

interpretation outside of the Grist Mill to still allow for visitors to learn about and experience the history.

**A-69/26**

Moved by D. Beres

Seconded by E. Ketchabaw

THAT the LPRCA Board of Directors receives the General Manager's Report for April 2026 as information.

**Carried**

**b) Q1 Financial Report (A. LeDuc)**

Aaron LeDuc presented the report.

Mike Columbus asked staff about the change in the campground's revenue between 2025 and 2026. Aaron LeDuc informed the Board the difference was mainly timing of whether payments were received in full prior to March 31<sup>st</sup> or after.

**A-70/26**

Moved by J. Palmer

Seconded by D. McKeen

THAT the LPRCA Board of Directors receives the Q1 Financial Report – March 31, 2026 for the period up to and including March 31, 2026 as information.

**Carried**

**c) Ecological Survey for Selected LPRCA Properties (J. Maxwell)**

Judy Maxwell presented the report.

Peter Ypma asked staff how often these surveys are done. Judy Maxwell informed the Board that there was no set timeframe, however best forestry management practice for managed forests advises that surveys are done regularly. The data from these surveys are informative as well with good information on invasive species and the composition of the forest tracts.

**A-71/26**

Moved by M. Columbus

Seconded by E. Ketchabaw

THAT the LPRCA Board of Directors receives the Ecological Survey report as information.

**Carried**

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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

**d) Bill 97 – Schedule 3 – Conservation Authorities Act & Transitions Committee Appointments (J. Maxwell)**

Judy Maxwell presented the report.

Dave Beres asked staff what the composition of these transition committees will be and if these appointees will continue into the next year. Judy Maxwell informed the Board that there would be two members from each prior Conservation Authority and a project executive who will become the CAO of the new Regional Conservation Authority, totaling nine people on the committee. The committee will be dissolved February 1<sup>st</sup> when the new Regional Conservation Authority forms.

Chris Van Paassen asked staff how much negotiation powers these committees will have. Judy Maxwell informed that Board that it is unclear at this time what the regulations will be and how much input each committee will have in the amalgamation.

Robert Chambers asked if the members on the new Board will be based on population of municipality and noted that could lead to a very large Board. Judy Maxwell informed that Board that at this time it appears the new Board will have at least 1 representative from participating municipalities; the Board will be around 20 people; and that the Board may be determined by population for the extra seats, but this is not confirmed.

Peter Ypma asked staff what will happen if the Chair of LPRCA, who is appointed to the committee, is not re-elected in October. Staff informed the Board that each Board Member will be on the LPRCA Board until the municipality appoints someone new. Current members are all on the LPRCA Board post-election until a new appointment is made to the new board in February.

**A-72/26**

Moved by D. Beres

Seconded by D. McKeen

THAT the LPRCA Board of Directors receives the Bill 97 – An Act to implement Budget measures, to enact, amend or repeal various statutes and to revoke various regulations, 2026, Schedule 3, Conservation Authorities Act report as information,

AND,

THAT the LPRCA Board of Directors appoints the Board Chair, Doug Brunton, and the General Manager, Judy Maxwell, to the transition committee as per Bill 97 – An Act to implement Budget measures, to enact, amend or repeal various statutes and to revoke various regulations, 2026, Schedule 3, Conservation Authorities Act Section 1.6(2).

**Carried**

**e) Eastern Lake Erie Regional Conservation Authority Transition Update (J. Maxwell)**

Judy Maxwell 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

Dave Beres noted his great trust in the LPRCA organization to handle the changes.

Doug Brunton and Chris Van Paassen noted that good discussions were had between the four Conservation Authorities and there was a good sense of this being a merger not a takeover.

**A-73/26**

Moved by P. Ypma

Seconded by E. Ketchabaw

THAT the LPRCA Board of Directors receives the Eastern Lake Erie Regional Conservation Authority Transition Update report as information;

AND,

THAT the LPRCA Board of Directors endorses the Eastern Lake Erie Regional Conservation Authority Guiding Principles for Transition.

**Carried**

**f) Minister's Direction, May 1, 2026 (J. Maxwell)**

Judy Maxwell presented the report. Judy Maxwell noted that none of the directions will affect LPRCA operations.

Chris Van Paassen noted that none of directions were a surprise and it was known they were coming down.

**A-74/26**

Moved by M. Columbus

Seconded by E. Ketchabaw

THAT the LPRCA Board of Directors receives the Minister's direction under section 1.14 of the Conservation Authorities Act (re: temporary restrictions) report as information.

**Carried**

**g) Community Living Tillsonburg – Firestarter (Peter Ypma)**

Peter Ypma brought forward a presentation about Community Living Tillsonburg, an organization which provides supports for people with cognitive disabilities and provide employment. One of those employment opportunities is the creation of small cup Firestarters, which help to start campfires. The cups are \$2 a piece and can burn for up to 20 minutes. The cups are made of solid wood pieces and some wax. Peter Ypma indicated that Kettle Creek CA started selling the Firestarters last year and had good results. The cases of 40 sell for \$80 a case.

The Board of Directors directs staff to look into the purchase of the firestarters for each park to be sold to campers.

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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

## **11. Closed Meeting**

The Board entered closed session at 7:26 p.m.

### **A-75/26**

Moved by J. Palmer

Seconded by E. Ketchabaw

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

- Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority

**Carried**

The Board reconvened in open session at 7:29 p.m.

The closed Hearing meeting minutes and Board of Director meeting minutes of April 1, 2026 were approved in the closed session.

Next meeting: June 3, 2026, Board of Directors Meeting

### **Adjournment**

The Chair adjourned the meeting at 7:30 p.m.

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Doug Brunton  
Chair

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Judy Maxwell  
General Manager/Secretary-Treasurer

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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



## LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

**Date:** June 3, 2026

**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)

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### **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-7/26**

#### **Norfolk County Road 60, Norfolk County – South Walsingham**

- The proposed work – to rehabilitate the existing bridge, including the replacement of bridge barriers, deck drains, new asphalt and waterproofing system, new curbs, concrete repairs to soffit, abutments, wingwalls, deck, guide rail and associated road work.
- Satisfactory engineered design drawing were submitted in support of this application,
- There are no feasible alternative sites outside of the Regulated Areas,
- A satisfactory sediment and erosion control plan and an emergency response plan were submitted in support of this application,
- The risk of creating new riverine erosion or flooding hazards or aggravating existing hazards as a result of the development is negligible, and
- The application is within the riverine flood and erosion hazard and this proposal will not negatively impact the control of flooding or erosion.

**Application# LPRCA-8/26****6<sup>th</sup> Concession Road, Norfolk County – South Walsingham**

- The proposed work – to rehabilitate the existing bridge, including the replacement of bridge curbs, barriers, deck overhangs, deck drains, deck ends, new asphalt and waterproofing system, replace curb, replacement of bearing pads, concrete repairs to soffit, abutments, piers, wingwalls, deck, guide rail and associated road work.
- Satisfactory engineered design drawings were submitted in support of this application,
- There are no feasible alternative sites outside of the Regulated Areas,
- A satisfactory sediment and erosion control plan and an emergency response plan were submitted in support of this application,
- The risk of creating new riverine erosion or flooding hazards or aggravating existing hazards as a result of the development is negligible, and
- The application is within the riverine flood and erosion hazard and this proposal will not negatively impact the control of flooding or erosion.

**Application# LPRCA-48/26****Plan 133, Lot 45, 99 Ordnance Avenue, Norfolk County - Charlotteville**

- The proposed work – to demolish an existing boathouse and replace it with a new 2-story boathouse with 106m<sup>2</sup> (1,141ft<sup>2</sup>) of enclosed floor area,
- A satisfactory site plan and construction drawings was submitted in support of the application,
- There is no opportunity for the structure to be converted into habitable space in the future,
- There is no feasible alternative site outside of the Lake Erie shoreline flooding and erosion hazards,
- The susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline flooding and erosion hazards and the proposed development will not negatively impact the control of flooding and erosion.

**Application# LPRCA-56/26****Plan 206, Lots B-D, Erie Boulevard, Norfolk County – South Walsingham**

- The proposed work – to maintain the existing shoreline protection by restacking the armour stone blocks, adding 4 dump truck loads of sand behind the armour stone blocks and adding a concrete step to the existing stairs.
- Satisfactory details and pictures were submitted in support of this application,
- The susceptibility to natural hazards is not increased or new hazards created,
- The proposed shoreline work is in accordance with the recommendations of the Shoreline Management Plan,
- The application is within the Lake Erie shoreline flooding and erosion hazard.
- As per the July 5, 2017 Board Resolution# A-173/17, emergency basis shoreline protection is deemed not to impact neighbouring properties and least likely to impact the neighbours or the beach.

**Application# LPRCA-63/26**

Concession 5, Lot 8, Stover Street South, Oxford County – Township of Norwich

- The proposed work – to remove and replace the superstructure and portions of the wingwalls and ballast walls of a bridge situated over Big Otter Creek and perform patch concrete repair to its remaining wingwalls and abutments, as well as associated road reconstruction,
- Satisfactory engineer-designed drawings and environmental protection plans were submitted in support of the application,
- The bridge is situated over Big Otter Creek and the work will not cause any adverse hydraulic or fluvial impacts on the watercourse, and
- The application is within the riverine flooding and erosion hazards associated with Big Otter Creek and the proposed development should not have a negative impact on the control of flooding and/or erosion.

**Application# LPRCA-64/26**

Plan 436, Lot 375, 261 Erie Boulevard, Norfolk County – South Walsingham

- The proposed work – to construct coverings on 3 of the entrances to the existing vacation home and a 4.5m<sup>2</sup> (49.5ft<sup>2</sup>) attached outdoor storage area.
- 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-65/26**

Plan 436, Lot 71, 149 Cedar Drive, Norfolk County – Charlotteville

- The proposed work – to construct a garage with 51m<sup>2</sup> (550 ft<sup>2</sup>) of enclosed floor area.
- A satisfactory site plan and engineered construction drawings were submitted in support of this application,
- The structure has an enclosed floor area of less than 100m<sup>2</sup>,
- 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 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- 66/26**

Concession NLR, Lot 2, 171 Lakeshore Drive, Norfolk County – Houghton

- The proposed work – to construct a 55m<sup>2</sup> (600 ft<sup>2</sup>) pre-fabricated garage on a concrete pad.
- A satisfactory site plan and construction drawings were submitted in support of this 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 and located in the area of least risk,
- 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 the control of erosion.

**Application# LPRCA-67/26**

Concession 1, Lot 24, 3053 Front Road, Norfolk County - Woodhouse

- The proposed work – to construct a 150.7m<sup>2</sup> (1,622.2ft<sup>2</sup>) addition and an in-ground pool,
- A satisfactory site plan and construction details were submitted in support of the application,
- The proposed development is setback from the stable top of bank, and
- The application is within the Lake Erie erosion hazard and the proposed development will not negatively impact the control of erosion.

**Application# LPRCA-68/26**

Plan 128, Lot 75 & 76, 4 Ordnance Avenue, Norfolk County - Charlotteville

- The proposed work – to construct a 2-story vacation home with 260m<sup>2</sup> (2,798.6ft<sup>2</sup>) in habitable floor area and an attached garage in replacement of an existing vacation home which will be removed, construct a detached garage with an enclosed floor area of 93.8m<sup>2</sup> (1,009.6ft<sup>2</sup>), and construct a new septic system,
- A satisfactory site plan and construction drawings were submitted in support of the application,
- The proposed vacation home is no closer to the lake than the existing structure,
- The proposed vacation home meets the floodproofing standard,
- The top of foundation and first floor elevation of the vacation home is at or above 176.8m (CGVD28),
- No habitable space is proposed below the floodproofing elevation of 176.8m (CGVD28),
- There is no opportunity for the detached garage to be converted into habitable space in the future,
- The proposed septic system is designed to be effective when the water table reflects the maximum monthly Lake Erie water level of 175m (CGVD28), and
- As per the July 5, 2027 Board Resolution #A-178/17, the requirement for safe access is deemed to be satisfied.

**Application# LPRCA-69/26**

Concession 12, Lot 3 & 4, 19 Van Street, Vienna & Old Vienna Road R.O.W., Oxford County – Town of Tillsonburg

- The proposed work – to remove and replace sections of an existing gravity inlet trunk sanitary sewer through a combination of open-cutting and horizontal directional drilling,
- A satisfactory site plan and engineered construction drawings was submitted in support of the application,
- The application is within the riverine erosion hazard and the risk of creating new

erosion hazards or aggravating existing hazards as a result of the development is negligible, and

- The application is within the riverine valley system and the proposed development should not negatively impact the control of flooding and/or erosion.

**Conditions:**

The permit is conditional on the following being provided to the satisfaction of LPRCA staff:

1. Final Issued for Construction (IFC) Design Drawings;
2. Detailed erosion and sediment control plans;
3. Detailed Frac-Out Contingency Plan;

**Application# LPRCA-70/26**

Plan 7267, Lot 46-57, 6 Pike Lane, Haldimand County - Rainham

- The proposed work – to construct a 30.9m<sup>2</sup> (333ft<sup>2</sup>) deck attached to the existing vacation home,
- Satisfactory plans with construction details were submitted in support of the application,
- There is no opportunity for conversion into habitable space in the future,
- Susceptibility to hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline flooding and erosion hazards and the proposed development will not negatively impact the control of flooding and erosion.

**Application# LPRCA-72/26**

Concession 10, Lot 20, 1583 10th Concession Road, Norfolk County – North Walsingham

- The proposed work – to construct an 8m in diameter (27 ft) above-ground pool.
- A satisfactory site plan and construction drawings 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.

**Financial Implication:**

N/A

**Prepared by:**

*Isabel Johnson*

Isabel Johnson  
Resource Planner

**Prepared by:**

*Braedan Ristine*

Braedan Ristine  
Resource Planner

**Reviewed by:**

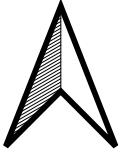
*Leigh-Anne Mauthe*

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

**Approved and submitted by:**

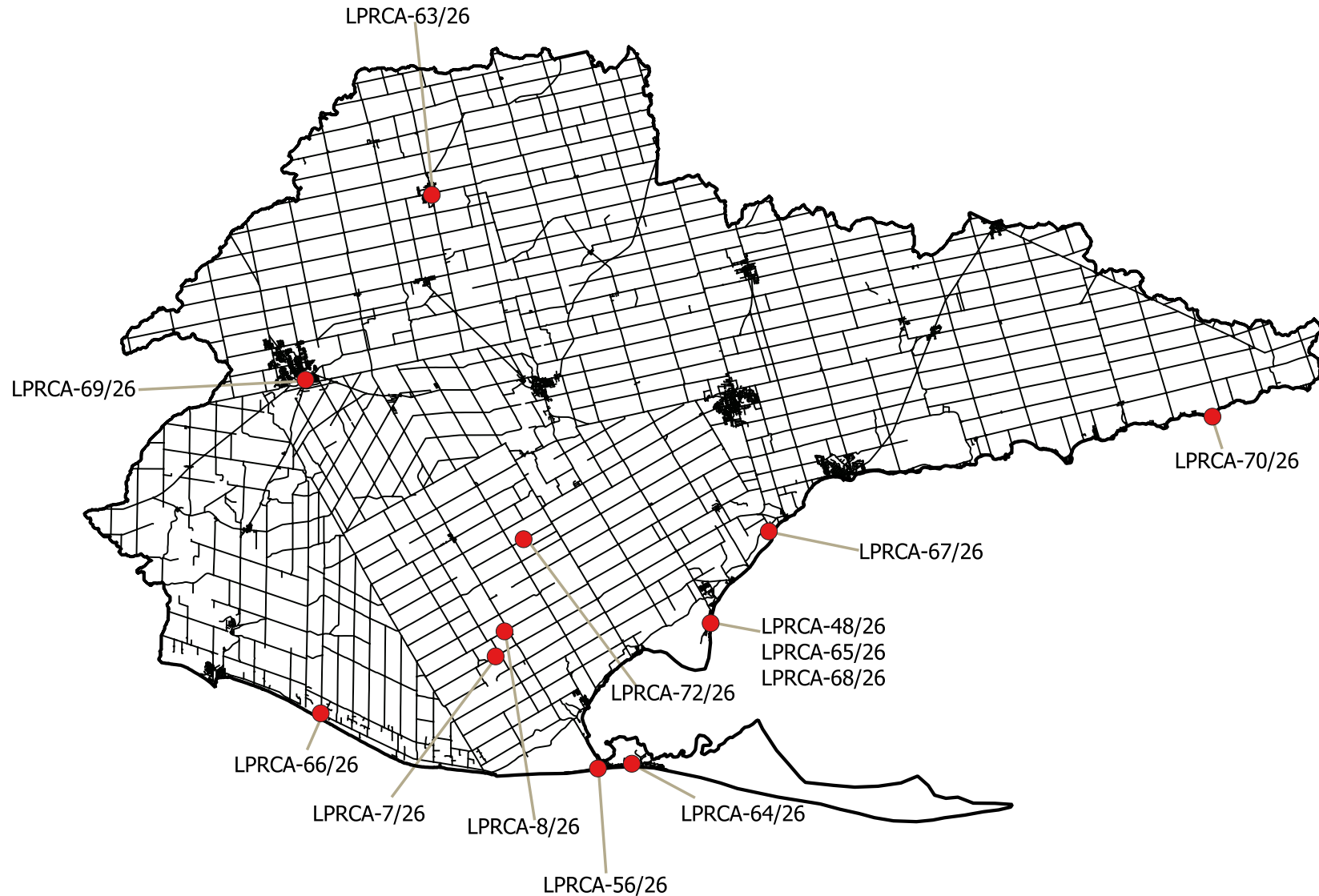
*Judy Maxwell*

Judy Maxwell, CPA, CGA  
General Manager



LONG POINT REGION  
CONSERVATION  
AUTHORITY

Approved Applications  
O. Reg. 41/24



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## LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

**Date:** May 27, 2026 **File: 1.1.2**

**To:** Chair and Members, LPRCA Board of Directors

**From:** General Manager, LPRCA

**Re:** **General Manager's Report – May 2026**

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### **Recommendation:**

**THAT the LPRCA Board of Directors receives the General Manager's Report for May 2026 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 25<sup>th</sup>, there was a virtual meeting for the General Managers with Conservation Ontario. Additionally, there will be a Lee Brown Marsh Management Committee meeting held on June 4<sup>th</sup> and an Audit and Finance Committee meeting held on June 12<sup>th</sup>.

The Ontario Provincial Conservation Agency (OPCA) has appointed five members to the Agency's Board of Directors with four vacancies remaining including the Chair and two Vice-chair positions. On May 15<sup>th</sup> the OPCA posted the Project Executive job posting for the new Regional Conservation Authorities (RCA) with a closing date of May 25<sup>th</sup>. The project executive will serve as the Chair of the Transition Committee for the amalgamation and will transition to the inaugural Chief Administrative Officer of the new RCA.

On May 11<sup>th</sup>, I attended a virtual information session held by Ernst & Young (EY) who has been engaged by the Ontario Provincial Conservation Agency regarding the regional amalgamations. Ernst & Young as a consulting firm will be working with Conservation Authorities to develop a playbook to guide the amalgamation process. All Conservation Authorities are required to have an hour interview with Ernst & Young, the interview with Ernst & Young is scheduled on June 3<sup>rd</sup> to discuss LPRCA's operations. An additional request from Ernst & Young is to provide data as per a template with various categories by June 12<sup>th</sup>.

There will also be an information session on June 3<sup>rd</sup> for all General Managers with the Chief Conservation Executive Office to provide an overview of transition planning activities, including governance structures and financial considerations.

The grand opening of the Davidson Decoy Gallery in the Conservation Education Centre is scheduled for June 5<sup>th</sup> and will be open to the public on Saturday June 6<sup>th</sup>.

Staff has reviewed 76 permit applications as of May 26<sup>th</sup> compared to 89 permit applications for the same time period in 2025. Staff has also reviewed and provided comments this year to municipal staff on 36 *Planning Act* applications and participated in seven pre-consultations.

The camping season opened on May 1<sup>st</sup> 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. Seasonal staff positions have been filled and we are currently in the process filling the final summer student positions for the campgrounds.

A camping cabin was approved in the 2026 budget to replace a cabin at Backus Heritage Conservation Area. The cabin was delivered on May 14<sup>th</sup> and the electrical wiring and lighting is being completed. The goal is to have the cabin open for use prior to July 1<sup>st</sup>.

Hemlock Woolly Adelgid (HWA) was detected in the Jackson, Roney and Travis & DeSilvers Tracts by Forestry staff while doing a detailed hemlock inventory this spring and it was reported to the Canadian Food Inspection Agency (CFIA). It was confirmed positive by CFIA and a Prohibition of Movement for Hemlock materials was put on the three properties.

All staff are working hard to deliver 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:** May 26, 2026 **File:** 1.6.2  
**To:** Chair and Members  
LPRCA Board of Directors  
**From:** General Manager/Secretary Treasurer, LPRCA  
**Re:** **2026 Christmas Operating Schedule**

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**Recommendation:**

**THAT the LPRCA Board of Directors closes operations from December 25, 2026 to January 1, 2027 (except for emergency response);**

**AND,**

**THAT staff working be granted one complimentary day off with pay;**

**AND,**

**THAT staff are required to utilize two (2) vacation days during the period or take unpaid leave.**

**Strategic Direction:**

Strategic Direction #3 – Support and Empower Our People  
Strategic Direction #4 – Organizational Excellence

**Background:**

For a number of years, the Authority has closed operations (except for emergency response) over the Christmas-New Years period. The period includes three working days and three statutory holidays that fall within this period. The Board of Directors has traditionally granted a complimentary day off with pay for staff that work during this time period of the year.

LPRCA staff is proposing the office is closed for the holiday period of Friday December 25, 2026 to January 1, 2027. If the Board of Directors decides to once again grant one complimentary day off with pay, those staff wishing to utilize vacation over this period would be required to use two vacation days for this period or take unpaid leave. The office will reopen Monday, January 4, 2027.

**Financial Implications:**

The projected value of one complimentary paid vacation day in December is approximately \$8,500. There would be no additional cash payment as staff are salaried employees but each employee would receive an additional vacation day.

**Prepared 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  
STAFF REPORT**

**Date: June 3, 2026**

**File: 2.1.C.1.9**

**To:** Chair and Members,  
Board of Directors

**From:** General Manager

**Re: Regulations Officer and Provincial Offences Officer Appointment**

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**Recommendation:**

**THAT the LPRCA Board of Directors appoint Braedan Ristine, Resource Planner as an LPRCA Regulations Officer and Provincial Offences Officer for the purpose of compliance and enforcement of any regulation made under Section 28 and 29, as per subsection 30.1 of the *Conservation Authorities Act*, and the *Trespass to Property Act*,**

**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

**Purpose:**

The purpose of this report is to designate Braedan Ristine as a Regulation Officer and Provincial Offences Officer.

**Background:**

Under Subsection 30.1 of the *Conservation Authorities Act*, LPRCA has the power to appoint officers to enforce any regulation made under Section 28 or Section 29. In April, Braedan Ristine attended a week long in person training course, Level 1 Provincial Offences Officer Course, organized by Conservation Ontario. The course covered basic law enforcement principles including note-taking, serving offence notices, conducting inspections and investigations, gathering evidence, officer safety and court proceedings.

Braedan Ristine has successfully completed the training course and meets the requirements to be designated as a Provincial Offences Officer to enforce Section 28 and Section 29 of the *Conservation Authorities Act* and any regulation made under this section.

With the appointment of Braedan Ristine, there will be a total of three staff members appointed under both Section 28 and Section 29, and two staff are appointed under Section 29.

**Financial Implications:**

The costs associated with the training were included in the 2026 budget.

**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



**LONG POINT REGION CONSERVATION AUTHORITY  
STAFF REPORT**

**Date:** May 26, 2026 **File:** 3.0.1.3  
**To:** Chair and Members  
LPRCA Board of Directors  
**From:** General Manager/Secretary Treasurer, LPRCA  
**Re:** **2026 Tree Planting Program & Extension Services Update**

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**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 13<sup>th</sup> and wrapped up on May 26<sup>th</sup>.

Highlights of this year's activities include:

- 28,283 trees and shrubs were planted in total;
- 35 landowners planted trees under the various programs;
- 35 acres were restored;
- 1,200 trees were planted at Backus Heritage Conservation Area by Scouts Canada on May 9<sup>th</sup>; and
- 700 trees were planted at the other LPRCA campgrounds.

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

### **Other Extension Services**

From April 1, 2025, to March 31, 2026, LPRCA supported the establishment of 1,730.8 acres of cover crops from the following programs:

- 1,013.8 acres under the Great Lakes Freshwater Ecosystem Initiative (GLFEI)
- 717 acres under ECCO's Integrated Conservation Action Planning Program (ICAP)

GLFEI and ICAP funds also supported eight erosion control projects, four in the Municipality of Bayham, two in Norfolk County, and one in Oxford 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 grant funding and user fees. For the 2025/26 season, staff secured grant funding totalling \$109,527.50.

The funds for establishing cover crops and erosion control projects, including staff expenses, were covered by GLFEI and ICAP, totalling \$195,000.00.

**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