



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of September 2, 2026**  
**Approved October 7, 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  
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, September 2, 2026.

**2. Additional Agenda Items**

None

**3. Approval of the Agenda**

**A-96/26**

Moved by D. Beres

Seconded by E. Ketchabaw

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

**Carried**

**4. Declaration of Conflicts of Interest**

Shelley Ann Bentley declared a conflict of interest with application LPRCA-121/26 in

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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

agenda item 9(a).

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

### **a) Board of Directors Meeting of July 8, 2026**

**A-97/26**

Moved by D. McKeen

Seconded by S. Bentley

THAT the minutes of the LPRCA Board of Directors Meeting held July 8, 2026 be adopted as circulated.

**Carried**

## **6. Business Arising**

There was no business arising from the previous minutes.

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

### **a) Audit & Finance Committee Meeting – August 7, 2026**

**A-98/26**

Moved by T. Masschaele

Seconded by J. Palmer

THAT the minutes of the LPRCA Audit and Finance Committee meeting held August 7, 2026 be adopted as circulated

**Carried**

### **b) Lee Brown Marsh Management Committee Meeting – June 4, 2026**

Peter Ypma asked staff about the future of the Lee Brown Marsh Management Committee after amalgamation. Judy Maxwell informed the Board that there is nothing definitive on the structure and governance of the Regional CAs as of yet.

**A-99/26**

Moved by M. Columbus

Seconded by P. Ypma

THAT the minutes of the Lee Brown Marsh Management Committee meeting held June 4, 2026 be adopted as circulated.

**Carried**

### **c) Backus Museum Committee Meeting – March 30, 2026**

Tom Masschaele asked staff if Backus Museum Committee was in the same situation as the Lee Brown Marsh Committee and that other CAs must have committees that need to be decided on as well. Judy Maxwell informed the Board that yes, other CAs have committees and

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foundations that staff are awaiting on direction for.

Dave Beres noted that Backus is more of an advisory committee, as it recommends action to the Board of Directors from a local knowledge perspective.

Mike Columbus asked staff if the Backus Grist Mill could qualify for the Trillium Grant. Judy Maxwell informed the Board that Conservation Authorities were ineligible for the Trillium Grant.

Mike Columbus asked staff if the engineering report for the Backus Grist Mill has been completed. Judy Maxwell informed the Board that the final report has not been delivered yet.

**A-100/26**

Moved by T. Masschaele

Seconded by J. Palmer

THAT the minutes of the Backus Museum Committee meeting held March 30, 2026 be adopted as circulated.

**Carried**

**8. Correspondence**

There was discussion amongst the Board in regards to the municipal representation letter from Kettle Creek CA and a move to have staff draft a letter of support.

**A-101/26**

Moved by P. Ypma

Seconded by M. Columbus

THAT the LPRCA Board of Directors supports the formal request letter from Kettle Creek CA in regard to the consideration to extend their current 2026 Municipal Representation during Transition;

AND,

THAT the LPRCA Board of Directors directs staff to send a letter of support to the OPCA, AMO, ROMA, Conservation Ontario, and other relevant ministries

**Carried**

**A-102/26**

Moved by E. Ketchabaw

Seconded by D. McKeen

THAT the correspondences outlined in the Board of Directors agenda of September 2, 2026 be received as information.

**Carried**

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## **9. Development Applications**

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

Leigh-Anne Mauthe presented the report.

Tom Masschaele asked Staff about two applications on Beach Ave in Long Point and the accessory buildings which LPRCA staff have noted have no opportunity for habitable space, does this mean there is no opportunity for the structure to be converted into habitable space from a legal perspective or from the physical aspects of the build. Leigh-Anne Mauthe informed the Board that staff review the application for any potential for habitable space, for example a washroom, and inform the applicants that LPRCA will not support the conversion of the accessory building to habitable space.

Tom Masschaele further asked if staff confirmed that the space was not habitable. Leigh-Anne Mauthe informed the Board that LPRCA legislation does not allow staff to enter the buildings for review, but municipal by-law officers follow up with complaints.

Tom Masschaele asked why these accessory buildings were around the 1080 square feet size. Leigh-Anne Mauthe informed the Board that LPRCA policy only allows for around 1080 square feet for an accessory building in the regulated area.

Tom Masschaele confirmed with staff that permit LPRCA-133/26 was Norfolk County's dredging permit.

Tom Masschaele confirmed with staff that the 14,000 litre septic holding tank for permit LPRCA-111/26 was the correct number.

Doug Brunton asked about how long a permit is good for. Leigh-Anne Mauthe informed that Board that all LPRCA permits expire in two years, but an applicant can apply for an extension.

#### **A-103/26**

Moved by P. Ypma

Seconded by D. McKeen

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated September 2, 2026 as information.

**Carried**

## **10. New Business**

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

Judy Maxwell presented the report, highlighting the success of the Deer Creek Fishing Derby, the Leighton & Betty Brown Conservation Scholarship winner Trevor Barnucz, and the upcoming War of 1812 reenactment at Backus Heritage CA.

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**A-104/26**

Moved by J. Palmer  
Seconded by S. Bentley

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

**Carried**

**b) Eastern Lake Erie Regional CA Updates (J. Maxwell)**

Judy Maxwell presented the report, and added that the first transition committee meeting will be held September 15, 2026.

**A-105/26**

Moved by M. Columbus  
Seconded by D. Beres

THAT the LPRCA Board of Directors receives the Eastern Lake Erie Regional Conservation Authority Amalgamation update as information.

**Carried**

**c) Environmental Registry of Ontario Posting Number 026-0740 (J. Maxwell)**

Judy Maxwell presented the report.

Doug Brunton voiced disagreement with the proposed Board representation of ELERCA.

The Board further discussed what should be considered in the municipal representation numbers and there was no agreement with the proposed distribution of municipal representation on the new Regional CA Board.

**A-106/26**

Moved by M. Columbus  
Seconded by S. Bentley

THAT the LPRCA Board of Directors receives the ERO #026-0740 Consultation on Proposed Governance Regulations for Regional Conservation Authorities and the Ontario Provincial Conservation Agency update as information;

AND

THAT the LPRCA Board of Directors directs staff to send the staff drafted comments from the report with amendments to include the reassessment of the representation in the LPRCA watershed, to include a better balance of population, population within the new RCA, the unique geography of the region, and the expansion of local watershed council areas on behalf of the LPRCA Board of Directors.

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**Carried**

**d) Q2 Financial Report (A. LeDuc)**

Aaron LeDuc presented the report.

There were no questions.

\*P.Ypma left at 7:36p.m.

**A-107/26**

Moved by D. Beres

Seconded by D. McKeen

THAT the LPRCA Board of Directors receives the Q2 Financial Report – June 30, 2026 for the period up to and including June 30, 2026 as information.

**Carried**

**e) 2027 Meeting Schedule (A. LeDuc)**

Aaron LeDuc presented the report.

There were no questions.

**A-108/26**

Moved by T. Masschaele

Seconded by J. Palmer

THAT the LPRCA Board of Directors approves the Proposed 2027 Meeting Schedule as presented.

**Carried**

**f) Forest Timber Tender – Earl Danylevich (J. Maxwell)**

Judy Maxwell presented the report.

There were no questions.

\*P. Ypma returned at 7:41p.m.

**A-109/26**

Moved by D. McKeen

Seconded by J. Palmer

THAT the LPRCA Board of Directors accepts the tender submitted by Leonard Pilkey for marked standing timber at the Earl Danylevich Tract – LP-372-26 for a total tendered price of \$115,595.00

**Carried**

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**g) Forest Management Prescriptions/Operating Plans (J. Maxwell)**

Judy Maxwell presented the report.

Mike Columbus asked staff if LPRCA logs forest tracts every fifteen years and is a prescription done every time. Judy Maxwell informed the Board that the rotation is around 15 years for forest tracts. A prescription/operating plan for each tract is a requirement before harvesting.

**A-110/26**

Moved by T. Masschaele

Seconded by P. Ypma

THAT the LPRCA Board of Directors approves the prescription/operating plans for the Wilson Tract (Block #2) on 400 Norfolk County Road 60 of South Walsingham Township, and the Swick-King Tract (Block #2) on 568 St. John's Road West of Charlotteville Township.

**Carried**

**11. Closed Meeting**

No closed meeting.

Next meeting: September 29, 2026, 9:30a.m. Budget Meeting

**Adjournment**

The Chair adjourned the meeting at 7:48 p.m.

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Doug Brunton  
Chair

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Judy Maxwell  
General Manager/Secretary-Treasurer

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