



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of April 3, 2024
Approved May 1, 2024

Members in attendance:

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

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

Regrets:

Staff in attendance:

Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Leigh-Anne Mauthe, Interim Manager of Watershed Services
Saifur Rahman, Manager of Engineering and Infrastructure
Jessica King, Social Media and Marketing Associate
David Proracki, Water Resources Analyst
Dana McLachlan, Executive Assistant

1. Welcome and Call to Order

Chair, Robert Chambers called the meeting to order at 6:30 p.m., Wednesday, April 3, 2024.

2. Additional Agenda Items

There were no additional agenda items.

3. Approval of the Agenda

A-40/24

Moved by J. Palmer

Seconded by T. Masschaele

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

Carried

4. Declaration of Conflicts of Interest

None were declared.

FULL AUTHORITY COMMITTEE MEMBERS

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

5. Minutes of the Previous Meeting

a) Board of Directors Meeting Minutes of April 3, 2024

There were no questions.

A-41/24

Moved by C. Van Paassen

Seconded by P. Ypma

THAT the minutes of the LPRCA Board of Directors Meeting held April 3, 2024 be approved as circulated.

Carried

6. Business Arising

a) Stewardship Award Recognition, Kyle Hiebert

Kyle Hiebert was unable to attend the meeting. Staff will arrange to meet with Mr. Hiebert to present him with his award.

7. Review of Committee Minutes

a) Backus Museum Committee – December 4, 2024

There were no questions.

A-42/24

Moved by R. Weisler

Seconded by D. Brunton

THAT the minutes of the Backus Museum Committee meeting held December 4, 2023 be adopted as circulated.

Carried

8. Correspondence

a) Port Dover Waterfront Preservation Association – Silver Lake Revitalization Project

A-43/24

Moved by M. Columbus

Seconded by P. Ypma

THAT the correspondence outlined in the Board of Directors agenda of April 3, 2024 be received as information.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

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

9. Planning Department

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

Through the General Manager's delegating authority, 25 applications were approved in the past month. LPRCA-5/24, LPRCA-13/24, LPRCA-14/24, LPRCA-19/24, LPRCA-20/24, LPRCA-21/24, LPRCA-25/24, LPRCA-26/24, LPRCA-27/24, LPRCA-28/24, LPRCA-29/24, LPRCA-31/24, LPRCA-33/24, LPRCA-34/24, LPRCA-35/24, LPRCA-36/24, LPRCA-37/24, LPRCA-38/24, LPRCA-39/24, LPRCA-40/24, LPRCA-41/24, LPRCA-43/24, LPRCA-44/24, LPRCA-46/24, and LPRCA-47/24 . A summary of the applications was provided in the report.

Doug Brunton and Michael Columbus were concerned about the grading and drainage of application LPRCA-33/24.

A-44/24

Moved by S. Patterson

Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated April 3, 2024 as information.

Carried

10. New Business

a) Vittoria Dam Environmental Assessment Update and Presentation by Matrix Solutions Inc. (S. Rahman and S. Robertson)

Saifur Rahman presented the update report and then introduced Scott Robertson, Matrix Solutions Inc. Mr. Robertson presented the second and final presentation to the Board.

Staff and Mr. Robertson responded to questions by the Board and the next steps of the process are:

- The Environmental Study Report (ESR) will be posted publicly, and a Notice of Completion circulated / published advising the public, stakeholders, and Indigenous Communities of the study's status and that a 30-day review / comment window is provided.
- Should concerns be raised, the Study Team will engage in consultation, negotiation, and/or implement revisions to the ESR as necessary and reasonable.
- Should the resolution of concerns not be achievable, any member of the public, stakeholder, or Indigenous Community may request the Minister of the Environment, Conservation and Parks for a Section 16 Order.

A-45/24

Moved by C. Van Paassen

FULL AUTHORITY COMMITTEE MEMBERS

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Seconded by T. Masschaele

That the LPRCA Board of Directors receives the Vittoria Dam Class Environmental Assessment Update as information,

AND

THAT the LPRCA Board of Directors endorses Alternative #5 as the preferred alternative as presented by Matrix Solutions Inc.,

AND

THAT the LPRCA Board of Directors directs LPRCA staff to post the Notice of Completion of the Environmental Study Report, to be available for a 30-day public review period.

Carried

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

Judy Maxwell provided a report summarizing operations this past month.

A-46/24

Moved by R. Weisler

Seconded by S. Patterson

That the LPRCA Board of Directors receives the General Manager's Report for March 2024 as information.

Carried

c) Ontario Regulation 41/24 Implementation (L. Mauthe)

Leigh-Anne Mauthe, presented the report and summarized the key changes to the legislation. Member municipalities have been advised of the changes.

A-47/24

Moved by R. Weisler

Seconded by S. Bentley

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

AND

THAT staff be directed to update the existing Hearing Procedures Policy to ensure compliance with the new regulation and legislation and return to the Board of Directors for approval,

AND

THAT staff be directed to update existing LPRCA regulation mapping, documents and guides to ensure compliance with the new regulations and legislative changes.

FULL AUTHORITY COMMITTEE MEMBERS

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Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

Carried

d) Administration and Delegation of Powers Related to Permit Issuance, Extensions, Cancellation and Hearings (L. Mauthe)

Leigh-Anne Mauthe presented the report and reviewed the key policy changes. There were no questions from the members.

A-48/24

Moved by J. Palmer

Seconded by T. Masschaele

THAT the LPRCA Board of Directors approves the Administration and Delegation of Powers, related to Permit Issuance, Extensions, Cancellation and Hearings.

Carried

e) Regulations Officers and PO Officers Re-Appointment (L. Mauthe)

The report was presented by Leigh-Anne Mauthe. No questions from the Board.

A-49/24

Moved by S. Bentley

Seconded by M. Columbus

THAT the LPRCA Board of Directors appoints Isabel Johnson, Resource Planner, and Leigh-Anne Mauthe, Interim Manager of Watershed Services as LPRCA Regulations Officers and Provincial Offences Officers for the purpose of compliance and enforcement of any regulation made under section 28 and section 29, as per subsection 30.1 of the Conservation Authorities Act, and the Trespass to Property Act,

AND

THAT the LPRCA Board of Directors appoints Brandon Good, Superintendent of Conservation Areas, Debbie Thain, Supervisor of Forestry, Evan Forbes, Supervisor of Haldimand Conservation Area, Rebecca Dancey, Supervisor of Deer Creek Conservation Area, as LPRCA Regulations Officers and Provincial Offences Officers for the purpose of compliance and enforcement of any regulation made under section 29 as per subsection 30.1 of the Conservation Authorities Act, and the Trespass to Property Act,

AND

THAT the appointments are effective as of April 1, 2024.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

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f) Policies for the Administration of the Prohibited Activities, Exemptions and Permits Regulation, Ontario Regulation 41/24 (L. Mauthe)

Leigh-Anne Mauthe provided a summary of the key changes to the policy as a result of the legislative changes.

A-50/24

Moved by C. Van Paassen

Seconded by J. Palmer

THAT the LPRCA Board of Directors approves the Policies for the Administration of the Prohibited Activities, Exemptions and Permits Regulation as presented.

Carried

g) Ecological Survey for Selected LPRCA Properties (J. Maxwell)

Judy Maxwell reviewed the results of the tender.

Stewart Patterson asked how the lowest bidder did not meet the requirements. The lowest bid methodology for field work was not sufficient.

A-51/24

Moved by P. Ypma

Seconded by R. Weisler

THAT the LPRCA Board of Directors approves the proposal submitted by Natural Resource Solutions Inc. to conduct ecological inventories of identified Conservation Authority properties – totaling 544 Acres/220 Hectares, encompassing six properties for a total submitted bid of \$29,950 plus HST.

Carried

h) Vehicle Tender (S. Rahman)

Saifur Rahman presented the report and reviewed the results of the tender. It was recommended by staff to award the tender to the lowest bidder.

Michael Columbus inquired about the status of the Dodge Grand Caravan to which Saifur Rahman responded that it will be disposed of by auction.

A-52/24

Moved by S. Patterson

Seconded by D. Brunton

THAT the LPRCA Board of Directors accepts the tender submitted by Port Dover Kia for one new 2024 Kia Seltos LX AWD Vehicle for \$28,977.50 (excluding HST).

Carried

FULL AUTHORITY COMMITTEE MEMBERS

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Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

i) Truck Tender (S. Rahman)

The results of the tender were reviewed by Saifur Rahman and staff recommended the tender be awarded to the lowest bidder.

Stewart Patterson queried the tender requirements as one of the companies submitted their bid for a ¾ ton truck. Saifur Rahman explained the tender requirement didn't specify tonnage but going forward, that will be included.

A-53/24

Moved by P. Ypma

Seconded by S. Patterson

THAT the LPRCA Board of Directors accepts the tender submitted by Heaslip Ford for the purchase of one new 2024 Ford F150 4x4 Regular Cab Pickup Truck for \$51,634.00 (excluding HST).

Carried

j) Front Loader Tractor Tender (S. Rahman)

Saifur Rahman presented the report and reviewed the results of the tender. It was recommended by staff to award the tender to the lowest bidder.

A-54/24

Moved by C. Van Paassen

Seconded by R. Weisler

THAT the LPRCA Board of Directors accepts the tender submitted by Farm Power Equipment for the purchase of one new 2024 Mahindra 2660 HST Cab Front Loader Tractor (Mahindra 2660 HST, Cab, Loader & Bucket) for \$58,013.80 (excluding HST).

Carried

k) Riding Mower Tender (S. Rahman)

The report was presented by Saifur Rahman. The results of the tender were reviewed and staff recommended awarding the tender to the lowest bidder.

A-55/24

Moved by T. Masschaele

Seconded by J. Palmer

THAT the LPRCA Board of Directors accepts the tender submitted by Norfolk Tractor for the purchase of one New 2023 or 2024 Model Year Zero Turn Mower (Kubota ZD1011-3-54) for \$17,300 (excluding HST).

Carried

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Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

I) Septic Disposal Services Tender (A. LeDuc)

Aaron LeDuc reviewed the report and tender results. It was recommended by staff to award the tender to the lowest bidder for each conservation area. There were no questions.

A-56/24

Moved by D. Brunton
Seconded by J. Palmer

THAT the 2024 contract for septic services at Backus CA, Deer Creek CA and Norfolk CA be awarded to Bayside Septic Services 2012 Inc.,

AND

THAT the 2024 contract for septic services at Haldimand CA and Waterford North CA be awarded to Frankie's Pumping.

Carried

7:54pm

11. Closed Session

A-57/24

Moved by P. Ypma
Seconded by R. Weisler

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

- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (UTV tender).

Carried

The Board reconvened in open session at 8:13 p.m.

The closed meeting minutes of the Board of February 7, 2024 was approved in the closed session.

A-58/24

Moved by C. Van Paassen
Seconded by T. Masschaele

WHEREAS, no qualifying tenders were received for the Utility Task Vehicle (UTV) tender,

AND

FULL AUTHORITY COMMITTEE MEMBERS

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

THAT the LPRCA Board directs staff to request quotes as per the purchasing policy.

Carried

Next meeting: May 1, 2024, Source Protection Authority and Board of Directors, 6:00pm.

Adjournment

The Chair adjourned the meeting at 8:15 p.m.

Robert Chambers
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/dm

FULL AUTHORITY COMMITTEE MEMBERS

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