



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Budget Meeting of November 10, 2021
Approved December 1, 2021

Members in attendance:

Michael Columbus, Chair	Norfolk County
John Scholten, Vice-Chair	Township of Norwich
Dave Beres	Town of Tillsonburg
Robert Chambers	County of Brant
Kristal Chopp	Norfolk County
Valerie Donnell	Municipality of Bayham/Township of Malahide
Ken Hewitt	Haldimand County
Tom Masschaele	Norfolk County
Stewart Patterson	Haldimand County
Ian Rabbitts	Norfolk County
Peter Ypma	Township of South-West Oxford

Staff in attendance:

Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Leigh-Anne Mauthe, Interim Manager of Watershed Services
Lorrie Minshall, Project Manager
Dana McLachlan, Administrative Assistant

* K. Chopp joined the meeting at 9:50 a.m.

Welcome and Call to Order

The chair called the meeting to order at 9:40 a.m., Wednesday, November 10, 2021.

Approval of Agenda

A-122/20

Moved by T. Masschaele
Seconded by V. Donnell

That the Board of Directors approves the agenda for the LPRCA 2022 Budget Meeting held November 10, 2021.

CARRIED

Declaration of Conflicts of Interest

None were declared.

FULL AUTHORITY COMMITTEE MEMBERS

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,
Roger Geysens, Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Peter Ypma

Budget Overview

The General Manager summarized the budget process. Once recommended by the Board, the 2022 LPRCA Draft Budget will be circulated to member municipalities for a 30-day review.

At the first meeting of the new year, the budget will be voted on by a recorded, weighted vote.

The Manager of Corporate Services presented a general overview of the 2022 budget. Some changes were made in accordance with the *Conservation Authorities Act* amendments.

The Audit and Finance Committee met October 6th and the Committee directed staff to prepare a budget with a maximum 2.5% target increase on the levy. A budget was presented for 2.13% or \$44,015 on the overall municipal general levy. The operating levy increased by 2.21% or \$37,315 and the capital levy increased by 1.79% or \$6,700. There is no requirement for a special levy in 2022.

K. Chopp arrived. No conflict was declared.

OPERATIONS

The 2022 total operating budget is \$4,797,561 requiring \$1,724,259 from the general levy.

Watershed Planning and Technical Services

The Watershed Planning and Technical Services Department has two main responsibilities: regulating development in and around hazardous areas through the permitting process; and, providing advice on planning and land-use matters to municipalities.

The Action Plan for 2022 includes collaborating with municipal partners to streamline plan review services.

The proposed Planning and Technical fees have been increased by 2.1% on average. The Pre-Consultation fee will not be increased and a new fee has been added for Ministry Zoning Orders (MZO). Staff recommended the fee for permits issued by MZO be charged on a full cost-recovery basis.

Planning, permitting, and lawyer inquiry fee revenues are currently above the 2021 budget.

The draft budget included an additional Resource Planner in 2022 in support of the succession plan.

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Watershed Flood Control Services

The Flood Control Services department includes the Flood Forecasting and Warning System, and the maintenance and operation of dams and weirs. This department provides notices about potential flooding to municipalities and the public, works with member municipalities and emergency responders in flood preparation and response, maintains hydrometric data, and works with member municipalities in hazard risk identification assessment.

The Action Plan for 2022 includes hydraulic modeling of the Big Otter River system and hosting a Flood Coordinators workshop.

Healthy Watershed Services

The Healthy Watershed Services Department includes land stewardship and restoration programs, surface water and groundwater quality monitoring, low water response programs, and source water protection programs. The majority of the activities/projects in this department are funded through various government programs and private landowners/organizations while three programs are funded through levy.

The Action Plan for 2022 includes establishing 1,300 acres of cover crops, monitoring five lamprey barriers, and providing phragmites control on 111 acres of LPRCA owned lands.

Conservation Authority Lands

The Conservation Authority Lands department was created to conform with changes in the *Conservation Authorities Act* and associated Regulations. The department encompasses activities on lands owned by the Authority and includes the Lee Brown Marsh, fish and wildlife support services, parkettes, hazard tree removal, enforcement, and property taxes.

The Action Plan for 2022 includes managing properties for a healthy ecosystem, recreational opportunities, and hunting opportunities.

Communications and Marketing Services

The Communications and Marketing Services department is responsible for producing all marketing materials, creating website content, monitoring and managing LPRCA social media accounts, and all external messaging.

The Action Plan for 2022 includes increasing public access to information about LPRCA website, creating a database of LPRCA owned and managed properties, and creating a StoryMap of LPRCA's water control structures.

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Backus Heritage and Education Services

This department covers the Backus Education Centre, the Backhouse Historic Site and Services, and Conservation Education and programming.

The Action Plan for 2022 includes the construction phase of the Gallery Revitalization Project at the Education Centre, and continuing educational and interpretive programming.

Conservation Parks Management Services

The Backus campground has been added to the Conservation Parks Management Services department along with the other four conservation area campgrounds: Deer Creek, Haldimand, Norfolk, and Waterford North. Workshop staff provides support with park infrastructure and mechanical repairs.

Demand for camping is expected to increase, therefore, staffing has been increased to match the workload.

The Action Plan for 2022 includes opening the final phase of upgrades to Waterford North CA, starting phase one of the Norfolk CA upgrades, and streamlining the entry/exit process at Deer Creek CA.

Conservation Area User Fees

Seasonal camping fees have been increased to reflect upgrades in the parks and the cost of services provided. There is no change to nightly camping fees, with the exception of new, reduced rates for seniors and those with disabilities. There are no other rate changes for 2022.

Public Forest Lands Management Services

LPRCA owns just over 11,000 acres, of which over 7,500 acres are managed forests.

The Action Plan for 2022 includes contracting an Ecologist to help protect species at risk, marking LPRCA utilizing good forestry practices, monitoring ongoing logging operations, and developing strategies with community partners for invasive species.

Private Forest Land Management Services

The Private Forest Lands Management Department assists private landowners to reforest lands on their property.

The Action Plan for 2022 includes planting approximately 63,000 trees funded by private landowners and Forest Ontario, and tree survival monitoring and reporting.

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Maintenance Operation Services

This department includes all of the LPRCA facilities and the motor pool.

The Action Plan for 2022 includes maintaining all LPRCA vehicles and equipment, supporting operation for the parks, and completing capital projects to improve LPRCA facilities and campgrounds.

Corporate Services

The Corporate Services Department includes administration, accounting, and IT services.

The Action Plan for 2022 includes a compensation survey and pay equity review, and a review and update to the Purchasing policy and Record Retention Schedule.

CAPITAL

Capital Budget Summary – 2022-2026

The 2022 total for capital spending is budgeted at \$511,250 requiring \$381,700 from the general levy, \$60,000 from the Strategic Reserve, and \$69,550 from the Capital Levy Reserve.

Watershed Services Capital Projects

Staff provided an updated detailed plan for the flood control structures to 2026. To date, all Dam Safety Reviews are complete with the exception of Lehman Dam pending direction from the Ministry of Transportation regarding the bridge and road repairs on Highway 3, and Deer Creek.

Repairs are required at the Norwich Dam. The expected cost for the repairs is \$25,000 to come from the Capital Levy Reserve. The repairs will be completed in 2022. The Deer Creek Dam repair has been tendered and awarded and will be completed in 2022.

Conservation Authority Lands Capital Projects

Gates are added or replaced at woodlot entrances to discourage ATV trespass and garbage dumping. The gates are built and installed by the workshop staff, \$5,000 has been budgeted for 2022 and will continue at least until 2024.

Conservation Parks Management Capital Projects

Haldimand Conservation Area: To provide greater safety for staff and visitors, and reduce trespassing, \$9,000 has been budgeted to install an access control gate with a card reader on the north entrance. There is currently limited access control at the north

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entrance and the gate would allow access to registered campers and visitors with an access card.

Norfolk Conservation Area: Staff proposed a 3-phased project to upgrade hydro, bury lines, and reconfigure the park to alleviate ongoing electrical issues and add premium sites. Phase one is expected to cost \$145,000 with \$60,000 coming from the Strategic Reserve.

Maintenance Operation Services Capital Projects

Staff requested funds to purchase the following motor pool items to maintain and replenish the fleet:

- One 4WD pickup truck to replace an older model truck
- One mid-mount riding mower to be deployed to one of the campgrounds
- One diesel engine tandem dump truck to replace the current dump truck
- One utility/landscape trailer to replace the current trailer

The budgeted amount for the motor pool items is \$248,450 with \$44,550 coming from the Capital Reserve.

The workshop roof was leaking and has been patched and requires replacing. Sheet metal roofing will be installed at a budgeted cost of \$27,500.

Corporate Services Capital Projects

Computer hardware and accessories upgrades are required which will be deployed throughout the organization. \$7,000 has been budgeted for the equipment.

BUDGET RECOMMENDATIONS

General Manager's Report and Budget Recommendations

Staff provided a Cash Reserve Projection and reiterated that once recommended by the Board, the 2022 LPRCA Draft Budget will be circulated to member municipalities for a 30-day review.

A-121/20

Moved by D. Beres

Seconded by I. Rabbitts

THAT the LPRCA Board of Directors approves the following recommendations regarding LPRCA's 2022 Draft Operating and Capital budgets;

THAT the 2022 proposed Ontario Regulation 178/06 Permit Fees and Planning Act Review Fees as set out in Tab 5 be approved;

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THAT the 2022 proposed Conservation Area User Fees as set out in Tab 11 be approved;

THAT the draft 2022 operating budget of \$4,797,561 requiring \$1,724,259 of general levy representing an increase in the general levy of 2.21% or \$37,315;

AND draft 2022 capital budget of \$511,250 requiring \$381,700 of general levy representing an increase in the general levy of 1.79% or \$6,700;

AND the total general municipal levy of \$2,105,959 requiring an increase of 2.13% or \$44,015 overall compared to 2021 be circulated to member municipalities for review and comment;

AND FURTHER that staff be directed to present the Draft 2022 Budget to member municipalities when requested.

CARRIED

The Chair adjourned the meeting at 11:40 p.m.

Michael Columbus
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/dm

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