



# LAKEHEAD REGION

## CONSERVATION AUTHORITY

Minutes of the 63<sup>rd</sup> Annual Meeting of the Lakehead Region Conservation Authority held on Wednesday, January 25, 2017, in the Authority Boardroom. The Chair called the Meeting to order at 5:00 p.m.

**PRESENT:** Donna Blunt, Chair  
Andrew Foulds  
Ken Boshcoff  
Erwin Butikofer  
Jim Byers  
Ed Chambers  
Linda Rydholm

**ABSENT:** Jim Vezina  
Wendy Wright  
Umed Panu  
Grant Arnold

**ALSO PRESENT:** Tammy Cook, Chief Administrative Officer  
Simon Shankie, Watershed Manager  
Ryne Gilliam, Field Operations Supervisor  
Ryan Mackett, Community Stewardship/Public Relations Officer  
Mark Ambrose, Finance Manager  
Gayle Little, Finance/Administrative Clerk recorder of Minutes  
Al McKitrick, McKitrick's Law Office, part of Meeting  
Rosy Brizi, Grant Thornton LLP, part of Meeting  
Aldo Fata, Royal Bank of Canada, part of Meeting  
Shannon Vezeau, Royal of Bank of Canada, part of Meeting

### 1. ADOPTION OF AGENDA

Resolution #1/17

Moved by Erwin Butikofer, Seconded by Ed Chambers

***"THAT: the Agenda is adopted as published."* CARRIED.**

### 2. DISCLOSURE OF INTEREST

None.

### 3. MINUTES OF PREVIOUS MEETING

Resolution #2/17

Moved by Ed Chambers, Seconded by Erwin Butikofer

***“THAT: the Minutes of the Lakehead Region Conservation Authority Tenth Regular Meeting held on Wednesday, November 30, 2016, together with the In-Camera portion are adopted as published.” CARRIED.***

### 4. ELECTION PROCEDURES

Moved by Ken Boshcoff, Seconded by Jim Byers

***“THAT: Rosy Brizi is appointed Head Scrutineer.” CARRIED.***

Moved by Andrew Foulds, Seconded by Erwin Butikofer

***“THAT: Shannon Vezeau is appointed the Assistant Scrutineer.” CARRIED.***

### 5. ELECTION OF AUTHORITY CHAIR

The Election Chair, Allan McKitrick requested nominations for the position of Chair.

Linda Rydholm nominated Donna Blunt for the position of Chair. Donna Blunt agreed to let her name stand.

Nominations for the position of Chair were called three times.

Moved by Andrew Foulds, Seconded by Linda Rydholm

***“THAT: nominations for the position of Chair be closed.” CARRIED.***

Donna Blunt was acclaimed to the position of Chair and conducted the balance of the Meeting.

### 6. ELECTION OF AUTHORITY VICE-CHAIR

The Chair requested nominations for the position of Vice-Chair.

Andrew Foulds nominated Jim Vezina for the position of Vice-Chair. Jim Vezina agreed to let his name stand via a letter sent to the CAO.

Ed Chambers nominated Ken Boshcoff for the position of Vice-Chair. Ken Boshcoff agreed to let his name stand.

Nominations for the position of Vice-Chair were called three times.

63<sup>rd</sup> Annual Meeting Minutes – January 25, 2017

Moved by Linda Rydholm, Seconded by Jim Byers

***"THAT: nominations for the position of Vice-Chair be closed."*** CARRIED.

The Chair offered Ken Boshcoff three minutes to speak to his abilities to carry out the position of Vice-Chair. He declined because the other nominee was not present and did not have the same opportunity.

The Board cast their ballots which were counted by the Scrutineers.

Ken Boshcoff was elected to the position of Vice-Chair.

Moved by Ed Chambers, Seconded by Andrew Foulds

***"THAT: all ballots be destroyed."*** CARRIED.

## **7. APPOINTMENT OF SIGNING OFFICERS**

Resolution #3/17

Moved by Erwin Butikofer, Seconded by Ed Chambers

***"THAT: Donna Blunt, Chair; Ken Boshcoff, Vice-Chair; and Tammy Cook, Chief Administrative Officer, be appointed as signing officers on behalf of the Lakehead Region Conservation Authority until the 2018 Annual Meeting."*** CARRIED.

## **8. CONSERVATION ONTARIO COUNCIL**

Resolution #4/17

Moved by Ken Boshcoff, Seconded by Erwin Butikofer

***"THAT: the Lakehead Region Conservation Authority voting representative to the Conservation Ontario Council for 2017 is Donna Blunt, Chair, in their absence the alternate is Ken Boshcoff, Vice-Chair AND FURTHER THAT the Chair is empowered to appoint a voting delegate, in the event that neither the Chair or Vice-Chair are able to attend any Conservation Ontario Meetings."*** CARRIED.

## **9. APPOINTMENT OF AUDITORS – 2017**

The Board received Staff Report FIN-03-2017 related to the appointment of the Auditors for the year 2017.

Resolution #5/17

Moved by Erwin Butikofer, Seconded by Ken Boshcoff

***"THAT: the audit firm of Grant Thornton Thunder Bay LLP is appointed as auditors of the Lakehead Region Conservation Authority for the year 2017."*** **CARRIED.**

**10. APPOINTMENT OF SOLICITORS – 2017**

The Board received Staff Report FIN-04-2017 related to the appointment of the Solicitors for the year 2017.

Resolution #6/17

Moved by Linda Rydholm, Seconded by Erwin Butikofer

***"THAT: the legal firm of McKitricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2017."*** **CARRIED.**

**11. APPOINTMENT OF AUTHORITY BANK – 2017**

The Board received Staff Report FIN-05-2017 related to the appointment of the Authority Bank for the year 2017.

Resolution #7/17

Moved by Jim Byers, Seconded by Ken Boshcoff

***"THAT: the Royal Bank of Canada, Business Centre, is appointed as the bank with which the Lakehead Region Conservation Authority will conduct its financial business during 2017."*** **CARRIED.**

**12. BORROWING RESOLUTION**

Resolution #8/17

Moved by Ken Boshcoff, Seconded by Jim Byers

***"THAT: Whereas it may be necessary for the Lakehead Region Conservation Authority (herein under referred to as the "Authority") to borrow a sum not to exceed in the aggregate, Four Hundred Thousand Dollars (\$400,000) required for its purposes in the year 2017, until payment to the Authority of any grants and of sums to be paid to the Authority by the participating municipalities designated as such under the Conservation Authorities Act, 1990,***

**BE IT THEREFORE RESOLVED:**

**THAT:** the Authority may borrow from a bank, the sum not to exceed in the aggregate Four Hundred Thousand Dollars (\$400,000) necessary for its purposes in the year 2017, on the promissory note or notes of the Authority until payment to the Authority of any grants and of sums to be paid to the Authority by the participating municipalities.

**THAT:** the Chair or Vice-Chair together with the Chief Administrative Officer of the Authority be and are hereby authorized to execute for and on behalf of the Authority a promissory note or notes for the sum to be borrowed under paragraph numbered 1 hereof and to affix thereto the corporate seal of the Authority.

**THAT:** the amount borrowed pursuant to this resolution is a charge upon the whole of the moneys received or to be received by the Authority by way of grants and when such moneys are received.

**THAT:** the Chair or the Vice-Chair or the Chief Administrative Officer of the Authority be and is hereby authorized and directed to apply in payment of the moneys borrowed pursuant to this resolution, together with interest thereon, all of the moneys received by the Authority by way of grants or sums received by the Authority from the participating municipalities." **CARRIED.**

**13. IN-CAMERA AGENDA**

Resolution #9/17

Moved by Jim Byers, Seconded by Andrew Foulds

**"THAT:** we now go into Committee of the Whole (In-Camera) a 5:18p.m." **CARRIED.**

Resolution #10/17

Moved by Andrew Foulds, Seconded by Ken Boshcoff

**"THAT:** we go into Open Meeting at 5:30 p.m." **CARRIED.**

The purpose of the In-Camera Meeting pertained to personnel, property and third party matters.

**14. BUSINESS ARISING FROM PREVIOUS MINUTES**

(a) File: 2017 Meeting Schedule

An amended 2017 Meeting Schedule was provided at the Meeting.

(b) File: 2017 Budget and Levies

The Chair, CAO and Finance Manager will attend the City of Thunder Bay Council Meeting on February 7, 2017 to answer any questions relative to the 2017 Budget and Levies. Staff have previously met with the City's Executive Management Team, Municipality of Oliver Paipoung and the Township of Dorion related to the budget.

The 2017 Budget and Levies are to be considered for adoption at the February 22, 2017 Board Meeting. Once adopted, levy notices will be mailed out to the Member Municipalities by registered mail, as outlined in the *Conservation Authorities Act*.

Staff are currently working on preparing for the annual audit

(c) Staff Report- Budget Voting – Municipal Levies

Discussion took place regarding Staff Report FIN-01-2017, which provided an overview of the municipal levy approval process as outlined in the *Conservation Authorities Act* and associated regulations.

Resolution #11/17

Moved by Andrew Foulds, Seconded by Jim Byers

***"THAT: Staff Report No. FIN-01-2017 is received AND FURTHER THAT the recommendation contained therein is endorsed."*** **CARRIED.**

**15. CORRESPONDENCE**

(a) File: Conservation Ontario (CO)

1. The Conservation Ontario Council Minutes from Meeting #4/16 held on December 5, 2016, at Black Creek Pioneer Village were noted.
2. The schedule of Conservation Ontario Meetings for 2017 was provided.
3. Information received from Conservation Ontario related to an introduced Private Member's Bill that proposes to amend the *Conservation Authorities Act* to require that at least half the members of a Conservation Authority have significant training, experience or employment history in an environmental or natural resource field was provided.
4. Conservation Ontario comments related to the Ontario Cap and Trade Program were provided.

(b) File: Chamber of Commerce

It was noted that the LRCA has been nominated for a Thunder Bay Chamber of Commerce Business Excellence Award in the category of Environmental Stewardship. The CAO and possibly the Chair, if available, will attend.

(c) File: MOECC Minister's Annual Report on Drinking Water

It was noted that the recently released Minister's Annual Report on Drinking Water for 2016 noted that the Lakehead Source Protection Authority was the first to submit an Annual Report for a Source Protection Plan.

## 16. STAFF REPORTS

Members reviewed and discussed Staff Report COMREL-01-2017 related to the Conservation Areas Visitor Survey.

Resolution #12/17

Moved by Jim Byers, Seconded by Ken Boshcoff

***"THAT: Staff Report No. COMREL-01-2017 is received."*** **CARRIED.**

Members reviewed and discussed Staff Report CONAREA-01-2017 related to the traffic counter study conducted in 2015.

Members discussed attempting to enforce payment by visitors to Conservation Areas. Staff will now be promoting the purchase of Explore Cards on Social Media.

Resolution #13/17

Moved by Andrew Foulds, Seconded by Jim Byers

***"THAT: the Staff Report CONAREA-01-2017 is received AND FURTHER THAT the recommendation contained therein is endorsed."*** **CARRIED.**

Members reviewed and discussed Staff Report FLFOR-01-2017, which summarizes the 2016 Flood Forecasting and Warning program.

Resolution #14/17

Moved by Jim Byers, Seconded by Ken Boshcoff

***"THAT: Staff Report No. FLFOR-01-2017 is received."*** **CARRIED.**

Members reviewed and discussed Staff Report NMFC-01-2017, which summarizes the operation of the Neebing-McIntyre Floodway in 2016.

Resolution #15/17

Moved by Ken Boshcoff, Seconded by Andrew Foulds

***“THAT: Staff Report No. NMFC-01-2017 is received.” CARRIED.***

## **17. TREASURER’S REPORT**

Members were provided with the monthly Treasurer’s Report for expenses and revenues for December plus totals to year-end for Administration, Capital, Vehicle and Equipment Program. Staff note that not all accounts receivable and payable information is noted in the Treasurer’s Report, as the information was not available at the time of agenda preparation. The final 2016 Treasurer’s Report will be presented at the February meeting.

Members reviewed and discussed Staff Report FIN-02-2017 related to Board per diems. Members requested a Staff Report reviewing Board per diem increases comparing staff annual wage increases to the Consumer Price Index.

Resolution #16/17

Moved by Andrew Foulds, Seconded by Ken Boshcoff

***“THAT: Staff Report No. FIN-02-2017 is received AND FURTHER THAT the recommendation contained therein is endorsed.” CARRIED.***

It was noted that in November of 2016, the six-month GIC matured and has been reinvested.

Staff will continue to monitor economic conditions in order to best apply the balances on account. In 2017, an Investment Policy will be drafted in order to clarify Board and staff roles regarding investing Authority funds.

Members reviewed Explore Card sales for 2016. Card sales have been declining in recent years. Staff will be promoting the cards utilizing Social Media, with the intent of informing Conservation Area users the benefits of obtaining the card along with an effort to increase sales.



## **18. PASSING OF ACCOUNTS**

Resolution #17/16

Moved by Ken Boshcoff, Seconded by Andrew Foulds

*"THAT: having examined the accounts for the period of November 1, 2016 to November 30, 2016 cheque #700 to #725 for \$117,250.39 and preauthorized payments of \$64,809.20 for a total of \$182,058.59, we approve their payment."* **CARRIED.**

Resolution #18/17

Moved by Ken Boshcoff, Seconded by Ed Chambers

*"THAT: having examined the accounts for the period of December 1, 2016 to December 31, 2016, cheque #726 to #748 for \$81,759.66 and preauthorized payments of \$2,114,790.07, for a total of \$2,196,549.73, we approve their payment."* **CARRIED.**

## **REGULATORY ROLE**

The Plan Input and Review for the period from December 1, 2016, to January 25, 2017, was circulated.

The Permits issued for the period from December 1, 2016, to January 25, 2017, was circulated.

## **19. PROJECTS UPDATE**

Members were provided with the written updates on on-going projects/activities as detailed in the Agenda.

Members reviewed and discussed the Neebing-McIntyre Sediment Accumulation Monitoring Program for 2017.

Resolution #19/17

Moved by Ken Boshcoff, Seconded by Ed Chambers

*"THAT: the proposal submitted by Hatch to complete the annual Floodway sediment survey for the fixed fee price of \$24,500.00 is approved."* **CARRIED.**

It was noted that Staff have nominated two long-time volunteers for Good Citizen Awards as part of the City of Thunder Bay's Official Recognition program.

It was noted that work on the CIP 150 Grant Mission Marsh Paving Project is anticipated to begin in March.

It was noted that the Annual Report would be distributed via the Chronicle Journal on January 28, 2017. Board Members were provided with a copy.

It was noted that Staff are continuing to pursue renting the LRCA Greenhouse to the Regional Food Distribution Association.

It was noted that the LRCA officially launched its social media Facebook, Twitter and Instagram accounts utilizing @lakeheadregion as the handle for all three accounts.

It was noted that the LRCA was featured in three categories of the Walleye's annual "Best of" ...issue being named number one swimming hole and number two hiking trail for Cascades Conservation Area, as well as number one day paddle for Hazelwood Lake Conservation Area.

It was noted that the LRCA was successful in securing funding from the National Disaster Mitigation Program to fund approximately 50% of the study cost to updating the Neebing River Floodplain Mapping

Resolution #20/17

Moved by Ken Boshcoff, Seconded by Ed Chambers

***"THAT: The Chair and CAO are authorized to execute a Transfer Payment Agreement under the National Disaster Mitigation Program with the Ministry of Municipal Affairs for funding related to updating the Neebing River Floodplain Mapping."*** **CARRIED.**

It was noted that staff have submitted the Draft Workplan Submission to the MOECC for the 2017/2018 funding year requesting 0.75 full-time equivalent with a total budget of \$83,648.05.

It was noted that the Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit, as Source Protection Plan implementing bodies, are required to submit their Annual Report to the Source Protection Authority (SPA) by February 1, 2017 to report on their progress in Source Protection Plan implementation. Work has begun on the second annual report from the SPA, which is due to the MOECC by May 1, 2017.

Members were provided an update related to the Waukesha Diversion resolution that opposed the decision to approve the Waukesha Diversion. It was noted that the resolution had been passed by the LRCA, City of Thunder Bay, Township of Gillies, Municipality of Neebing, Township of Conmee, Municipality of Shuniah and Municipality Oliver Paipoonge.

It was noted that Staff have had preliminary discussions with KMB related to the harvesting in Wishart Forest. It was noted that harvesting would be postponed until the winter of 2017/2018.

Members reviewed and discussed the proposal submitted by Epica Pictures related to a promotional video and area photography highlighting the LRCA's Conservation Areas and publicly accessible Forest Management Properties.

Resolution #21/17

Moved by Ken Boshcoff, Seconded by Ed Chambers

***“THAT: the proposal submitted by Epica Pictures to complete a promotional video and area photography for a fixed fee of \$4,500.00 is approved AND FURTHER THAT funds will be utilized from the 2016 Administrative surplus.” CARRIED.***

**20. NEW BUSINESS**

None.

**21. NEXT MEETING**

Wednesday, February 22, 2017, at 4:30 p.m.

**22. AJOURNMENT**

Resolution #22/17

Moved by Ken Boshcoff, Seconded by Ed Chambers

***“THAT: the time being 6:04 p.m. AND FURTHER THAT there being no further business THAT we adjourn.” CARRIED.***

  
Chair

  
Chief Administrative Officer