



LAKEHEAD REGION

CONSERVATION AUTHORITY

Minutes of the Third Regular Meeting of the Lakehead Region Conservation Authority held on Wednesday, April 29, 2020, via teleconference. The Chair called the Meeting to order at 4:30 p.m.

PRESENT: Donna Blunt, Chair
Grant Arnold, Vice-Chair
Joel Brown
Rudy Buitenhuis
Erwin Butikofer
Andrew Foulds
Andrea Goold
Umed Panu
Jim Vezina
Allan Vis

REGRETS: Trevor Giertuga

ALSO PRESENT: Tammy Cook, Chief Administrative Officer
Mark Ambrose, Finance Manager
Gail Willis, Watershed Manager
Ryan Mackett, Communications Manager
Ryne Gilliam, Field Operations Supervisor
Melanie O’Riley Receptionist/Admin Clerk, recorder of Minutes
Rosy Brizi, Auditor, Grant Thornton LLP, part of Meeting

1. ADOPTION OF AGENDA

Resolution #34/20

Moved by Grant Arnold, Seconded by Rudy Buitenhuis

“THAT: the Agenda is adopted as published.” **CARRIED.**

2. DISCLOSURE OF INTEREST

None.

3. ADMINISTRATIVE BY-LAW AMENDMENT

Members reviewed and discussed Staff Report CORP-01-2020 related to necessary amendments to the Authority's Administrative By-Law to allow for electronic participation of Members during a declared emergency as well as a procedural policy for Board Members during the meeting.

Resolution #35/20

Moved by Erwin Butikofer, Seconded by Joel Brown

***"WHEREAS:** on March 17, 2020, the Government of Ontario enacted a declaration of emergency for the Province related to the outbreak of COVID 19;*

***AND WHEREAS** on March 26, 2020 the Minister of Environment, Conservation and Parks issued a Minister's Direction pursuant to Subsection 19.1(7) of the Conservation Authorities Act to Conservation Authorities regarding the outbreak of COVID 19 (the "Direction");*

***AND WHEREAS** the Direction permits Conservation Authorities to amend their administrative by-laws to allow members of Conservation Authorities to fully participate in meetings via electronic means during a state of emergency including the ability to be counted towards quorum and to participate in meetings closed to the public;*

***AND WHEREAS** the Direction permits Conservation Authorities to amend their administrative by-laws to postpone date and timeline requirements during a state of emergency;*

***AND WHEREAS** pursuant to Clause 19.1(1)(a) of the Conservation Authorities Act, the Authority may make by-laws respecting the meetings of the Authority, including providing for the calling of meetings and the procedures to be followed at meetings;*

THEREFORE,** the Board of Directors approve amending the Lakehead Region Conservation Authority Administrative By-Law (By-Law No. 1/2018) to comply with the Minister's Direction and incorporate meeting procedures applicable during states of emergency." **CARRIED.

Recorded Vote

Name	YES	NO	ABSENT	ABSTAIN
Arnold, Grant	Yes			
Brown, Joel	Yes			
Buitenhuis, Rudy	Yes			
Butikofer, Erwin	Yes			
Foulds, Andrew	Yes			
Giertuga, Trevor			Absent	
Goold, Andrea	Yes			
Panu, Umed	Yes			
Vezina, Jim	Yes			
Vis, Allan	Yes			
Blunt, Donna (Chair)	Yes			

Resolution #36/20

Moved by Andrew Foulds, Seconded by Umed Panu

“THAT: Board of Directors procedural policy BOD-07: Electronic Meeting Procedures be adopted.” CARRIED.

4. MINUTES OF PREVIOUS MEETING

Resolution #37/20

Moved by Umed Panu, Seconded by Jim Vezina

“THAT: the Minutes of the Lakehead Region Conservation Authority Second Regular Meeting held on Wednesday, February 26, 2020 are adopted as published.” CARRIED.

5. 2019 AUDIT REPORT FINANCIAL STATEMENTS

The 2019 Audit Report and Financial Statements from the Authority’s Audit firm of Grant Thornton LLP Thunder Bay were presented. Rosy Brizi, Auditor from the Audit Firm presented the Statements and answered any questions.

Statement will be forwarded to all Member Municipalities.

Resolution #38/20

Moved by Allan Vis, Seconded by Grant Arnold

“THAT: the 2019 Audit Report and Financial Statements are adopted as presented AND FURTHER THAT each Member Municipality will be forwarded a copy of the final version.” CARRIED.

Recorded Vote

Name	YES	NO	ABSENT	ABSTAIN
Arnold, Grant	Yes			
Brown, Joel	Yes			
Buitenhuis, Rudy	Yes			
Butikofer, Erwin	Yes			
Foulds, Andrew	Yes			
Giertuga, Trevor			Absent	
Goold, Andrea	Yes			
Panu, Umed	Yes			
Vezina, Jim	Yes			
Vis, Allan	Yes			
Blunt, Donna (Chair)	Yes			

6. BUSINESS ARISING FROM PREVIOUS MINUTES

- (a) File: Conservation Authority Biennial Tour

Members were advised that due to the on-going pandemic, the Biennial Tour scheduled for September 2020 that was to be hosted by Niagara Conservation has been cancelled.

7. CORRESPONDENCE

- (a) File: LRCA Confederation College Bursary

Correspondence received from Confederation College advising that one \$110.00 LRCA Confederation College Bursary was presented to Lee Danielson, Civil Engineering, in 2020 was noted.

- (b) File: Letter of Support of Funding Conservation Authorities – Municipality of Oliver Paipoonge

Correspondence received from the Municipality of Oliver Paipoonge supporting Conservation Authorities and requesting that the government restore the funding to Conservation Authorities in order to reduce downloading the costs to municipalities was noted.

- (c) File: Lakehead Conservation Foundation – Membership

Members reviewed and discussed correspondence received from Ms. Meghan McDonell and Mr. Lyle McDonell requesting membership on the Lakehead Conservation Foundation Board of Directors.

Resolution #39/20

Moved by Grant Arnold, Seconded by Rudy Buitenhuis

"THAT: Ms. Meghan McDonell and Mr. Lyle McDonell be appointed to the Lakehead Conservation Foundation." **CARRIED.**

- (d) File: MNRF Section 39, Source Water Protection and WECl Funding

Correspondence received from the Ministry of Natural Resources and Forestry indicating that they would be maintaining the operational funding for Conservation Authorities for 2020/2021 and will be providing Water and Erosion Control infrastructure (WECl) Funding was noted.

The Section 39 operational funding will remain at same level as 2019 (i.e. 50% reduction). It was noted that the Authority has applied for WECl funding for the second phase of the Kam River Erosion Site Inventory Study focusing on Victor Street (City sole-benefitting); however, it was also noted that project selection has not been completed by the WECl committee confirming which projects will be funded in 2020.

It was noted that the Ministry of Environment, Conservation and Parks has reviewed LRCA's draft Source Water Protection budget, and has advised that the province is continuing to work towards finalizing the transfer payment agreements for 2020/2021.

8. STAFF REPORTS

Members reviewed and discussed Staff Report DEVREG-02-2020 related to updates to the Rules of Procedure for Permit Application Review and Approval.

Resolution #40/20

Moved by Erwin Butikofer, Seconded by Joel Brown

"THAT: Staff Report DEVREG-02-2020 be received AND FURTHER THAT the Rules of Procedure for Permit Application Review and Approval, Version 3.0 be adopted." **CARRIED.**

9. CHIEF ADMINISTRATIVE OFFICER'S REPORT

Members were provided with the monthly Treasurer's Report for February and March Operating and Capital.

Members reviewed and discussed Staff Report CORP-02-2020 related to the LRCA's response to the COVID-19 pandemic.

Members were advised that the CAO attended and successfully completed the Level I Conservation Authority Compliance Training. In order for the Board to designate an employee as a Provincial Offences Officer, the individual must be adequately trained and provide a clean Criminal Records Check. Due to the on-going pandemic, criminal checks are not being completed at this time. The CAO will obtain the required Criminal Records Check when able and will bring forward a motion to be designated as a Provincial Offences Officer at that time. When warranted, the CAO and the Watershed Manager will have the ability to enforce Section 28 and Section 29 under the *Conservation Authorities Act*.

10. PASSING OF ACCOUNTS

Resolution #41/20

Moved by Jim Vezina, Seconded by Umed Panu

"THAT: having examined the accounts for the period February 1, 2020 to February 29, 2020 cheque #1895 to #1919 for \$64,804.39 and preauthorized payments of \$62,404.22 for a total of \$127,208.61 we approve their payment." **CARRIED.**

Resolution #42/20

Moved by Grant Arnold, Seconded by Allan Vls

“THAT: having examined the accounts for the period March 1, 2020 to March 31, 2020 cheque #1920 to #1935 for \$32,734.41 and preauthorized payments of \$62,216.66 for a total of \$94,951.07, we approve their payment.” CARRIED.

Members were provided with the final 2019 Treasurer’s Reports for expenses and revenues for the year ending December 31, 2019 for Administration and Capital.

11. REGULATORY ROLE

Due to the meeting being held via teleconference, the circulation of the Plan Input Review and approved Section 28 Permit binders could not be undertaken, instead, members were provided with the Plan Input and Review summary for the period of February 1, 2020 to April 22, 2020 and a summary of Section 28 Permits issued to date in 2020.

12. PROJECTS UPDATE

Members were advised that the Source Protection Committee (SPC) held a meeting on March 16, 2020 to discuss the fifth annual progress report, due to the MECP on May 1, 2020.

The Minutes of the Source Protection Committee Meeting held on March 16, 2019 were noted.

Members were advised that a Source Protection Authority Meeting was being held immediately after the April 29, 2020 Board Meeting. The meeting is to receive and adopt the fifth annual progress report and submitted to the Director of the MECP prior to May 1st every year, as required in the *Clean Water Act, 2006*.

Members reviewed and discussed the 2019 Annual Report. It was noted that the Report will be distributed via the Chronicle Journal on Saturday, May 23.

Resolution #43/20

Moved by Jim Vezina, Seconded by Andrew Foulds

“THAT: the 2019 Lakehead Region Conservation Authority Annual Report be approved.” CARRIED.

Members were advised that the 2020 Dorion Birding Festival which was to take place on May 23 and 24 has been cancelled due to the COVID-19 pandemic.

It was noted that the April 15, 2020 snow surveys indicated that the snow survey locations at McVicar Creek and Current River were above average for snow and water content compared to average values typically recorded on that date; however, the Pennock Creek location was below its historical average.

It was noted that Great Lakes water levels continue to be well above average.

Members were advised that the LRCA staff hosted a Municipality/Agency presentation and Public Open House on March 5, 2020 to overview the updates for the Kaministiquia River Floodplain Mapping and Fill Regulated Areas. Updated Kam River studies and maps were available for public viewing. LRCA staff, consultants from KGS Group and CDS Consulting were available to answer any questions related to the Study. Additional survey work will be undertaken at the end of Riverdale Road once the pandemic has subsided.

Members were advised that due to the global COVID-19 pandemic, the Municipality/Agency presentations for Pennock Creek and Mosquito Creek were held via webinar on March 18, 2020. The Public Open Houses for the Pennock Creek and Mosquito Creek studies were postponed until further notice due to the pandemic. More information on the studies has been posted to the LRCA website for public consultation, including the General Report, Open House Storyboards, Watershed Maps, and Fact Sheets. The studies were an update to the previous 1979 Kaministiquia River, 1982 Pennock Creek, and 1984 Mosquito Creek Flood and Fill Line Mapping Studies. It is anticipated to bring the three studies for Board approval at the June Board Meeting.

It was noted that due to the ongoing pandemic, the 31st Annual Spring Melt Meeting was not held in person; however, the presentation was emailed out to member municipalities and flood partners on April 2, 2020. The 2020 Flood Contact Booklet was mailed out on April 7, 2020.

It was noted that the Ministry of Natural Resources and Forestry released the report 'Protecting People and Property: Ontario's Flooding Strategy'. The strategy outlines steps to be taken by Ontario over the next several years, and actions that are designed to address and build upon the recommendations identified.

It was noted that the 2020 Spring Water Awareness Program (SWAP), scheduled to occur the week of March 23 – 27, was cancelled due to COVID-19.

It was noted that the 2020 Watershed Connections program scheduled for the week of April 20-24 was cancelled during that week due to COVID-19; however, teachers are able to book their class for the program if classes go back prior to the end of June.

It was noted that the Arbour Week program originally scheduled for the week of May 4-8 will be re-evaluated as the date approaches.

It was noted that the 2020 Private Landowner's Tree Seedling Assistance Program was cancelled due to the COVID-19 pandemic. The program will be revisited in 2021.

It was noted that the 2020 Wine Tasting & Dinner at Whitewater was cancelled due to COVID-19.

Community Outreach events occurred on March 7th and 8th at the City of Thunder Bay 55+ centre and the Vancouver International Mountain Film Festival respectively.

13. NEW BUSINESS

None.

14. NEXT MEETING

Wednesday, May 27, 2020, at 4:30 p.m. Method to be confirmed closer to the date due to the COVID-19 pandemic.

15. AJOURNMENT

Resolution #44/20

Moved by Jim Vezina, Seconded by Umed Panu

"THAT: the time being 5:28 p.m. AND FURTHER THAT there being no further business THAT we adjourn." CARRIED.


Chair


Chief Administrative Officer