



# LAKEHEAD REGION

## CONSERVATION AUTHORITY

Minutes of the Ninth Regular Meeting of the Lakehead Region Conservation Authority held on Wednesday, October 31, 2018, in the Authority Boardroom. The Chair called the Meeting to order at 4:30 p.m.

**PRESENT:** Donna Blunt, Chair  
Linda Rydholm Vice-Chair  
Grant Arnold  
Erwin Butikofer  
Jim Byers  
Ed Chambers  
Andrew Foulds  
Andrea Goold  
Umed Panu  
Jim Vezina  
Wendy Wright

**ALSO**

**PRESENT:** Tammy Cook, Chief Administrative Officer  
Mark Ambrose, Finance Manager  
Ryne Gilliam, Lands Manager  
Ryan Mackett, Communications Manager  
Gail Willis, Watershed Manager  
Melanie O'Riley Receptionist/Admin Clerk, recorder of Minutes

**1. ADOPTION OF AGENDA**

Resolution #110/18

Moved by Jim Byers, Seconded by Andrea Goold

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

**2. DISCLOSURE OF INTEREST**

None.

**3. MINUTES OF PREVIOUS MEETING**

Resolution #111/18

Moved by Erwin Butikofer, Seconded by Jim Byers

*“THAT: the Minutes of the Lakehead Region Conservation Authority Eighth Regular Meeting held on Wednesday, September 26, 2018, together with the In-Camera portion be adopted as published.” CARRIED.*

**4. IN-CAMERA AGENDA**

Resolution #112/18

Moved by Jim Byers, Seconded by Andrea Goold

*“THAT: we now go into Committee of the Whole (In-Camera) at 4:31 p.m.” CARRIED.*

Resolution #113/18

Moved by Andrea Goold, Seconded by Jim Byers

*“THAT: we go into Open Meeting at 4:34 p.m.” CARRIED.*

The purpose of the In-Camera Meeting pertained to property and legal matters.

**5. BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

**6. CORRESPONDENCE**

(a) File: Conservation Ontario

The September 24, 2018 Conservation Ontario Council Minutes were noted.

(b) File: Printed Material

Printed material was circulated.

## 7. STAFF REPORTS

Members reviewed and discussed Staff Report POLICY-PP-03-2018 related to the Christmas Office Closure Policy.

Resolution #114/18

Moved by Andrea Goold, Seconded by Erwin Butikofer

***"THAT: Personnel Policy PP-03-2018: Christmas Office Closure be adopted." CARRIED.***

Members reviewed and discussed Staff Report POLICY-HS-02/04/06/07/08-2018 related to Health and Safety policies.

Resolution #115/18

Moved by Erwin Butikofer, Seconded by Andrea Goold

***"THAT: Health and Safety Policy HS-02-2018: Written Roles and Responsibilities be adopted." CARRIED.***

Resolution #116/18

Moved by Andrea Goold, Seconded by Erwin Butikofer

***"THAT: Health and Safety Policy HS-04-2018: Return to Work be adopted." CARRIED.***

Resolution #117/18

Moved by Erwin Butikofer, Seconded by Jim Vezina

***"THAT: Health and Safety Policy HS-06-2018: Slips, Trips and Falls be adopted." CARRIED.***

Resolution #118/18

Moved by Jim Vezina, Seconded by Erwin Butikofer

***"THAT: Health and Safety Policy HS-07-2018: Supervisory Competency Standard be adopted." CARRIED.***

Resolution #119/18

Moved by Andrew Foulds, Seconded by Jim Vezina

***"THAT: Health and Safety Policy HS-08-2018: Near Miss be adopted." CARRIED.***

Members reviewed and discussed Staff Report WM-05-2018 related to the 2018 Bathing Beach program at Hazelwood Lake Conservation Area.

Resolution #120/18

Moved by Jim Vezina, Seconded by Andrew Foulds

***“THAT: the Staff Report WM-05-2018 be received AND FURTHER THAT the recommendations contained therein are endorsed.” CARRIED.***

Members reviewed and discussed Staff Report LM-04-2018 related to the 2018 River Clean-Up Program.

Resolution #121/18

Moved by Jim Vezina, Seconded by Andrew Foulds

***“THAT: Staff Report LM-04-2018 be received for information.” CARRIED.***

The Lands Manager gave a brief presentation outlining the 2018 River Clean-Up program.

#### **8. CHIEF ADMINISTRATIVE OFFICER REPORT**

Members were provided with the monthly Treasurer’s Report for expenses and revenues for September plus totals to date for Administration, Capital and Vehicle and Equipment Program.

Members were advised that the Authority has been approved to receive a reduction in the Employment Insurance premiums it pays for fulltime employees beginning in November 2018. This reduction is due to the Authority self-insuring its short-term disability program, which meets the requirements set out by the Employment Insurance Program. The new rate at the time of writing was unknown. The savings are shared at a prescribed rate set out by the Employment Insurance Program by the employees and employer. The LRCA and employees will receive the applicable 2018 rebate at the end of the year.

Members reviewed and discussed Staff Report FIN-09-2018, which provided the updated draft Member Municipality levy-all utilizing the 2019 Current Value Assessment numbers, which were not available at the time of Draft Budget preparation.

Resolution #122/18

Moved by Ed Chambers, Seconded by Andrew Foulds

***“THAT: having examined the accounts for the period of September 1, 2018 to September 30, 2018 cheque #1398 to #1436 for \$120,610.95 and preauthorized payments of \$65,803.80 for a total of \$186,414.75, we approve their payment.” CARRIED.***

**9. REGULATORY ROLE – Circulation Binder**

The Plan Input and Review for the period from September 27, 2018, to October 31, 2018, was circulated.

The Permits issued for the period from September 27, 2018, to October 31, 2018, were circulated.

**10. PROJECTS UPDATE**

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

Members were advised that after printing costs, the 2019 fundraising calendar resulted in a profit this year.

Members were advised that the Diversion Channel Siltation and Survey Report was received. Dredging was not recommended at this time but sediment accumulation should be reviewed in 2019.

Member were advised that the 2018 annual structural inspections were completed for Neebing-McIntyre Floodway Diversion Structure, Hazelwood Lake Dam, Hazelwood Lake Causeway, Neebing River Weir and Mission Island Marsh Boardwalk. Minor regulation repairs were noted which will be addressed by Staff. The inspections are carried out annually as part of the LRCA's insurance requirements as well as part of the LRCA's Asset Management Program.

It was noted that the Level I Low Water Condition was un-declared on October 4, 2018.

Members were advised that the LRCA has submitted an Application to the National Disaster Mitigation Fund for 2019/2020, Intake 5 (final round), to update the Floodplain Mapping on Mosquito Creek. If successful, the project would be funded 50% by the program and 50% by the benefitting member Municipality (City of Thunder Bay).

**11. NEW BUSINESS**

None.

**12. NEXT MEETING**

Wednesday, November 28, 2018, at 4:30 p.m.

13. AJOURNMENT

Resolution #123/18

Moved by Andrew Foulds, Seconded by Ed Chambers

*"THAT: the time being 5:18 p.m. AND FURTHER THAT there being no further business we adjourn." CARRIED.*

  
Chair

  
Chief Administrative Officer