



LAKEHEAD REGION

CONSERVATION AUTHORITY

Minutes of the 64th Annual Meeting of the Lakehead Region Conservation Authority held on Wednesday January 31, 2018, in the Authority Boardroom. The Chair called the Meeting to order at 5:00 p.m.

PRESENT: Donna Blunt, Chair
Ken Boshcoff, Vice-Chair
Grant Arnold
Erwin Butikofer
Ed Chambers
Umed Panu
Linda Rydholm
Wendy Wright

REGRETS: Jim Byers
Andrew Foulds

ALSO PRESENT: Tammy Cook, Chief Administrative Officer
Simon Shankie, Watershed Manager
Ryne Gilliam, Field Operations Supervisor
Ryan Mackett, Community Stewardship/Public Relations Officer
Melanie O'Riley Receptionist/Admin Clerk, recorder of Minutes

1. ADOPTION OF AGENDA

Resolution #1/18

Moved by Linda Rydholm, Seconded by Erwin Butikofer

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

2. DISCLOSURE OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

Resolution #2/18

Moved by Erwin Butikofer, Seconded by Wendy Wright

***"THAT: the Minutes of the Lakehead Region Conservation Authority Tenth Regular Meeting held on Wednesday, November 29, 2017, together with the In-Camera portion be adopted as published."** CARRIED.*

4. ELECTION PROCEDURES

Moved by Umed Panu, Seconded by Linda Rydholm

***"THAT: Rosy Brizi is appointed Head Scrutineer."** CARRIED.*

Moved by Umed Panu, Seconded by Linda Rydholm

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

The Election Chair, Allan McKitrick Sr., highlighted the election procedures that were provided to each Member with the Agenda.

5. ELECTION OF AUTHORITY CHAIR

The Election Chair, Allan McKitrick Sr., 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 Linda Rydholm, Seconded by Umed Panu

***"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.

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

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

Moved by Umed Panu, Seconded by Linda Rydholm

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

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

7. APPOINTMENT OF SIGNING OFFICERS

Resolution #3/18

Moved by Erwin Butikofer, Seconded by Ken Boshcoff

"THAT: the 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 2019 Annual Meeting." **CARRIED.**

8. CONSERVATION ONTARIO COUNCIL

Resolution #4/18

Moved by Wendy Wright, Seconded by Jim Vezina

"THAT: the Lakehead Region Conservation Authority voting representative to the Conservation Ontario Council for 2018 is Donna Blunt, Chair, in their absence the alternate is Ken Boshcoff, Vice-Chair and the second alternate is Tammy Cook, CAO." **CARRIED.**

9. APPOINTMENT OF AUDITORS – 2018

Members reviewed and discussed Staff Report FIN-01-2018 related to the appointment of the Auditors for the year 2018.

Resolution #5/18

Moved by Jim Vezina, Seconded by Wendy Wright

"THAT: the audit firm of Grant Thornton Thunder Bay LLP is appointed as auditors of the Lakehead Region Conservation Authority for the year 2018." **CARRIED.**

10. APPOINTMENT OF SOLICITORS – 2018

Members reviewed and discussed Staff Report FIN-02-2018 related to the appointment of Authority Solicitor for the year 2018.

Resolution #6/18

Moved by Jim Vezina, Seconded by Wendy Wright

"THAT: the legal firm of McKitricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2018." **CARRIED.**

11. APPOINTMENT OF AUTHORITY BANK – 2018

Members reviewed and discussed Staff Report FIN-03-2018 related to the appointment of the Authority Bank for the year 2018.

Resolution #7/18

Moved by Ken Boshcoff, Seconded by Erwin Butikofer

"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 2018." **CARRIED.**

12. BORROWING RESOLUTION

Resolution #8/18

Moved by Erwin Butikofer, Seconded by Wendy Wright

"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 2018, 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 2018, 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 #9/18

Moved by Wendy Wright, Seconded by Erwin Butikofer

“THAT: we now go into Committee of the Whole (In-Camera) at 5:10 p.m.” **CARRIED.**

Resolution #10/18

Moved by Erwin Butikofer, Seconded by Wendy Wright

“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.

Resolution #11/18

Moved by Erwin Butikofer, Seconded by Wendy Wright

“THAT: Staff Report POLICY-PP02-2018 be received **AND FURTHER THAT** as of February 1, 2018 the LRCA will provide Employee Family Assistance Program benefits to all full time staff.” **CARRIED.**

Resolution #12/18

Moved by Ken Boshcoff, Seconded by Grant Arnold

“THAT: Personnel Policy PP-02: Employee Benefits be adopted, as amended.” **CARRIED.**

14. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) File: 2018 Meeting Schedule

Members were provided with the 2018 Meeting Schedule and the 12-month Calendar of Events.

(b) File: 2018 Budget and Levies

Members were advised that the Chair and CAO attended the City of Thunder Bay Council Meeting on January 24, 2018 to answer any questions relative to the 2018 Budget and Levies. It was noted that no questions were asked of the Authority.

(c) File: Conservation Authorities Act Review

Members were advised that Bill 139, *Building Better Communities and Conserving Watershed Act*, 2017 received Royal Assent on December 12, 2017.

It was noted that Conservation Ontario has created a draft Administrative By-Law for all Authorities to use to update their existing Administrative By-Laws, as the updated *Conservation Authorities Act* states that Authorities have one year to have them passed by the Board of Directors (must be passed by December 12, 2018). Staff anticipate presenting the draft LRCA Administrative By-Laws to the Board in August with adoption in September.

It was noted that in anticipation of the enactment of Part VII Enforcement and Offences clauses (Section 30.1 to 30.7) Conservation Ontario has secured funding to train Authority Provincial Offences Officers related to search warrants. With the changes to the Act, Stop Work Order powers will come into effect in the future for Conservation Authorities. This tool will be very useful, instead of going to Court, when circumstances arise where landowners are not compliant with the Regulation.

15. CORRESPONDENCE

(a) File: Lakehead Conservation Foundation – Membership

Members reviewed and discussed correspondence received from Ms. Krysta Alexander requesting membership on the Lakehead Conservation Foundation Board of Directors.

Resolution #13/18

Moved by Jim Vezina, Seconded by Ken Boshcoff

"THAT: Ms. Krysta Alexander be nominated to the Lakehead Conservation Foundation."
CARRIED.

(b) File: Conservation Ontario

Correspondence received by Conservation Ontario from the MNRF advising of the intended transfer of the Office of the Mining and Lands Commissioner to the Environment and Land Tribunals was noted. The Mining and Lands Commissioner has the delegated responsibility to oversee any appeals of Section 28 permit denials and/or objections to permit conditions. Once the transfer is completed staff will update the Rules of Procedure for Permit Application Review and Approval document internally.

(c) File: Printed Material

Printed material was circulated.

16. STAFF REPORTS

Members reviewed and discussed Staff Report STRAT-01-2018, which presented the final version of the Lakehead Region Conservation Authority Five Year Strategic Plan 2018- 2022 for adoption.

Resolution #14/18

Moved by Ken Boshcoff, Seconded Jim Vezina

“THAT: Staff Report STRAT-01-2018 be received AND FURTHER THAT the Lakehead Region Conservation Authority Five Year Strategic Plan 2018 – 2022 be adopted.” CARRIED.

Members reviewed and discussed Staff Report FLFOR-01-2018, which summarized the 2017 Flood Forecasting and Warning Program.

Resolution #15/18

Moved by Grant Arnold, Seconded by Ken Boshcoff

“THAT: Staff Report No. FLFOR-01-2018 be received.” CARRIED.

Members reviewed and discussed Staff Report PIR-01-2018, which summarized the 2017 Plan Input and Review Program.

Resolution #16/18

Moved by Ken Boshcoff, Seconded by Jim Vezina

“THAT: Staff Report No. PIR-01-2018 be received.” CARRIED.

Members reviewed and discussed Staff Report DEVREG-01-2018, which summarized the 2017 Development Regulations Program.

Resolution #17/18

Moved by Grant Arnold, Seconded by Ken Boshcoff

“THAT: Staff Report No. DEVREG-01-2018 be received.” CARRIED.

Members reviewed and discussed Staff Report NMFC-01-2018, which summarized the Neebing-McIntyre Floodway in 2017.

Resolution #18/18

Moved by Jim Vezina Seconded by Ken Boshcoff

“THAT: Staff Report No. NMFC-01-2018 be received.” CARRIED.

17. CHIEF ADMINISTRATIVE OFFICER REPORT

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

18. PASSING OF ACCOUNTS

Resolution #19/18

Moved by Grant Arnold, Seconded by Ken Boshcoff

“THAT: having examined the accounts for the period of November 1, 2017 to November 30, 2017 cheque #1075 to #1104 for \$64,387.46 and preauthorized payments of \$70,562.23 for a total of \$134,949.69, we approve their payment.” CARRIED.

Resolution #20/18

Moved by Ken Boshcoff, Seconded by Jim Vezina

“THAT: having examined the accounts for the period of December 1, 2017 to December 31, 2017 cheque #1105 to #1129 for \$53,928.40 and preauthorized payments of \$95,443.67 for a total of \$149,372.07, we approve their payment.” CARRIED.

19. REGULATORY ROLE

The Plan Input and Review for the period from November 30, 2017, to January 31, 2018, was circulated.

The Permits issued for the period from November 30, 2017, to January 31, 2018, were circulated.

20. PROJECTS UPDATE

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

Members were provided with a draft copy of the 2017 Annual Report. It was noted that the final report will be distributed by the Chronicle Journal on March 3, 2018.

Members were advised that the Authority has secured funding under the Environmental Damages Fund (EDF) from Environment and Climate Canada to undertake the Neebing River Wetland Evaluation Study.

Members reviewed and discussed the Neebing-McIntyre Floodway 2018 Sediment Accumulation Monitoring Program.

Resolution #21/18

Moved by Wendy Wright, Seconded by Ken Boshcoff

“THAT: the proposal submitted by Hatch Corporation for the sediment survey of the Neebing-McIntyre Floodway dated December 12, 2017 be approved.” CARRIED.

21. NEW BUSINESS.

None.

22. NEXT MEETING

The next meeting will be held on Wednesday, February 28, 2018, starting at 4:30 p.m.

23. AJOURNMENT

Resolution #22/18

Moved by Ken Boshcoff, Seconded by Wendy Wright

"THAT: the time being 6:00 p.m. AND FURTHER THAT there being no further business we adjourn." CARRIED.


Chair


Chief Administrative Officer