



# LAKEHEAD REGION

## CONSERVATION AUTHORITY

Minutes of the 68<sup>th</sup> Annual Meeting of the Lakehead Region Conservation Authority held on Wednesday January 26, 2022, via Microsoft Teams. The Chair called the Meeting to order at 4:30 p.m.

**PRESENT:** Donna Blunt, Chair  
Grant Arnold, Vice-Chair  
Rudy Buitenhuis  
Erwin Butikofer  
Umed Panu  
Jim Vezina  
Allan Vis

**REGRETS:** Joel Brown  
Andrew Foulds  
Trevor Giertuga  
Andrea Goold

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

### 1. ADOPTION OF AGENDA

Resolution #1/22

Moved by Grant Arnold, Seconded by Erwin Butikofer

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

### 2. DISCLOSURE OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

Resolution #2/22

Moved by Rudy Buitenhuis, Seconded by Erwin Butikofer

*“THAT: the Minutes of the Lakehead Region Conservation Authority Tenth Regular Meeting held on Wednesday, November 24, 2021 be adopted as published.” CARRIED.*

4. ELECTION PROCEDURES

Members were provided with the Election Procedures. As outlined in the Administrative By-Law, the CAO assumed the position of Chair for the purpose of the election of the Chair and Vice-Chair.

Per the Administrative By-law, the Chair, Vice-Chair and CAO are the signing officers and Conservation Ontario Council representatives until the 2023 Annual General Meeting.

5. ELECTION OF AUTHORITY CHAIR

The CAO, the Election Chair, requested nominations for the position of Chair.

Grant Arnold nominated Donna Blunt for the position of Chair.

Nominations for the position of Chair were called three times.

Donna Blunt agreed to let her name stand.

Resolution #3/22

Moved by Umed Panu, Seconded by Erwin Butikofer

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

Resolution #4/22

Moved by Erwin Butikofer, Seconded by Jim Vezina

*“THAT: Donna Blunt is appointed as Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2023.” CARRIED.*

6. ELECTION OF AUTHORITY VICE-CHAIR

The CAO, the Election Chair, requested nominations for the position of the Vice-Chair.

Jim Vezina nominated Grant Arnold for the position of Vice-Chair.

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

Grant Arnold agreed to let his name stand.

Resolution #5/22

Moved by Donna Blunt, Seconded by Erwin Butikofer

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

Resolution #6/22

Moved by Allan Vis, Seconded by Rudy Buitenhuis

*"THAT: Grant Arnold is appointed as Vice-Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2023."* **CARRIED.**

#### **7. APPOINTMENT OF AUDITORS – 2022**

Members reviewed and discussed Staff Report FIN-01-2022 related to the appointment of the Auditors for the year 2022.

Resolution #7/22

Moved by Erwin Butikofer, Seconded by Umed Panu

*"THAT: the audit firm of Grant Thornton Thunder Bay LLP is appointed as auditors of the Lakehead Region Conservation Authority for the year 2022."* **CARRIED.**

#### **8. APPOINTMENT OF SOLICITORS – 2022**

Members reviewed and discussed Staff Report FIN-02-2022 related to the appointment of Authority Solicitor for the year 2022.

Resolution #8/22

Moved by Jim Vezina, Seconded by Allan Vis

*"THAT: the legal firm of McKittricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2022."* **CARRIED.**

#### **9. APPOINTMENT OF AUTHORITY BANK – 2022**

Members reviewed and discussed Staff Report FIN-03-2022 related to the appointment of the Authority Bank for the year 2022.

Resolution #9/22

Moved by Umed Panu, Seconded by Rudy Buitenhuis

***"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 2022."***  
**CARRIED.**

**10. BORROWING RESOLUTION**

Resolution #10/22

Moved by Allan Vis, Seconded by Grant Arnold

***"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 2022, 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, R.S.O. 1990, Chapter C.27,***

**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 2022, 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.**

**11. IN-CAMERA AGENDA**

An In-Camera session was not held.

**12. BUSINESS ARISING FROM PREVIOUS MINUTES**

(a) File: Board Member Reference Manual

Members were provided with the 2022 Meeting Schedule and 12 Month Calendar of Events.

(b) File: 2022 Budget and Levies

Members were advised that the CAO and Finance Manager attended the City of Thunder Bay Council Meeting via Microsoft Teams on January 18, 2022 regarding the 2022 Budget and Levy. No questions were asked of staff.

It was noted that the Levy notices have been mailed by registered mail to each Member Municipality with a suggested payment date of April 30, 2022.

**13. CORRESPONDENCE**

None.

**14. STAFF REPORTS**

Members reviewed and discussed Staff Report FLFOR-01-2022, which summarized the 2021 Flood Forecasting and Warning Program.

Resolution #11/22

Moved by Allan Vis, Seconded by Erwin Butikofer

***“THAT: Staff Report FLFOR-01-2022 be received.” CARRIED.***

Members reviewed and discussed Staff Report DEVREG-01-2022, which summarized the 2021 Development Regulations Program.

Resolution #12/22

Moved by Rudy Buitenhuis, Seconded by Jim Vezina

***“THAT: Staff Report DEVREG-01-2022 be received.” CARRIED.***

Members reviewed and discussed Staff Report STRAT-01-2022, which summarized Strategic Plan accomplishments in 2021.

Resolution #13/22

Moved by Grant Arnold, Seconded by Allan Vis

***“THAT: Staff Report STRAT-01-2022 be received.” CARRIED.***

Members reviewed and discussed Staff Report LM-01-2022, which summarized the 2021 Hazard Tree Program.

Resolution #14/22

Moved by Rudy Buitenhuis, Seconded by Erwin Butikofer

***“THAT: Staff Report LM-01-2022 be received for information.” CARRIED.***

#### **15. CHIEF ADMINISTRATIVE OFFICER REPORT**

Members were provided with the monthly Treasurer’s Report for November and December’s Administration and Capital. It was noted that not all accounts receivable and payable information was noted in the Treasurer’s Report, as the information was not available at the time of agenda preparation. The final 2021 Treasurer’s Report will be presented at the February meeting.

Members reviewed and discussed Staff Report FIN-04-2022 which summarized the Authority’s 2021 investments.

Resolution #15/22

Moved by Grant Arnold, Seconded by Umed Panu

***“THAT: the Staff Report FIN-04-2022 be received.” CARRIED.***

Members reviewed and discussed Staff Report FIN-05-2022 which summarized donations to the Authority in 2021.

Resolution #16/22

Moved by Rudy Buitenhuis, Seconded by Umed Panu

***“THAT: the Staff Report FIN-05-2022 be received.” CARRIED.***

Members reviewed and discussed Staff Report CORP-01-2022 which provided an update related to LRCA actions/response related to COVID-19 for the period of March 18, 2020 to January 18, 2022.

Resolution #17/22

Moved by Jim Vezina, Seconded by Allan Vis

***“THAT: Staff Report CORP-01-2022 be received.” CARRIED.***

Members were advised that as mandated in O. Reg. 687/21: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act., Conservation Authorities must provide an Inventory of Programs to the MECP and all Member Municipalities by February 28, 2022. The CAO gave a summary presentation of the draft Inventory to the Board with the final Inventory to be presented at the February Meeting.

Members reviewed and discussed Enbridge's request to execute a Land Use Agreement with the LRCA to utilize the Authority's Victor/Broadway property for storage and staging for a directional drilling project under the Kam River.

Resolution #18/22

Moved by Allan Vis, Seconded by Umed Panu

*"THAT: the CAO and Chair are authorized to execute a Temporary Land Use Agreement with Enbridge for the temporary use of LRCA owned land at 1610 Broadway Avenue (LRCA Properties No. 70 and 72)." CARRIED.*

#### 16. PASSING OF ACCOUNTS

Resolution #19/22

Moved by Umed Panu, Seconded by Grant Arnold

*"THAT: having examined the accounts for the period of November 1, 2021 to November 30, 2021 cheque #2449 to #2464 for \$15,271.52 and preauthorized payments of \$98,691.58 for a total of \$113,963.10, we approve their payment." CARRIED.*

Resolution #20/22

Moved by Jim Vezina, Seconded by Allan Vis

*"THAT: having examined the accounts for the period of December 1, 2021 to December 31, 2021 cheque # 2465 to #2480 for \$38,828.97 and preauthorized payments of \$90,198.37 for a total of \$129,027.34, we approve their payment." CARRIED.*

#### 17. REGULATORY ROLE

Members were provided with the Plan Input and Review Summary for the period of November 2021 to January 19, 2022 and a summary of Section 28 Permits issued in 2021 and 2022. It was noted that one permit was issued in 2022.

#### 18. PROJECTS UPDATE

It was noted that the 2022 Conservation Dinner & Auction has been cancelled due to COVID-19. There are still tentative plans to hold the 2022 Wine Tasting & Dinner at Whitewater event outdoors on May 12, COVID-19 restrictions permitting.

It was noted that Staff will conduct two presentations for Lakehead University classes, focusing on human health benefits of nature and challenges faced by the Authority at Cascades.

It was noted that the Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit, which are the two implementing bodies of the Lakehead Source Protection Plan, are required to

submit their Annual Report to the Source Protection Authority by February 1, 2022 to report on their progress in Source Protection Plan Implementation. The Reports will be provided to the Source Protection Authority after the next Source Protection Committee Meeting, which will be held in March. It was noted that Staff are beginning to work on the seventh annual report from the Source Protection Authority due to the Ministry of Environment Conservation and Parks by May 1, 2022.

**19. NEW BUSINESS**

None.

**20. NEXT MEETING**

The next meeting will be held on Wednesday, February 23, 2022, starting at 4:30 p.m. via Microsoft Teams.

**21. AJOURNMENT**

Resolution #21/22

Moved by Umed Panu, Seconded Grant Arnold

***"THAT: the time being 5:58 p.m. AND FURTHER THAT there being no further business we adjourn." CARRIED.***

\_\_\_\_\_  
*Donna Buent*  
Chair

\_\_\_\_\_  
*Sammy Cook*  
Chief Administrative Officer