



LAKEHEAD REGION

CONSERVATION AUTHORITY

Minutes of the 66th Annual Meeting of the Lakehead Region Conservation Authority held on Wednesday January 29, 2020, in the Authority Boardroom. The Chair called the Meeting to order at 4:30 p.m.

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

REGRETS: Andrew Foulds
Trevor Giertuga

ALSO PRESENT: Tammy Cook, Chief Administrative Officer
Mark Ambrose, Finance Manager
Gail Willis, 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 #1/20

Moved by Grant Arnold, Seconded by Ed Chambers

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

2. DISCLOSURE OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

Resolution #2/20

Moved by Allan Vis, Seconded by Ed Chambers

“THAT: the Minutes of the Lakehead Region Conservation Authority Tenth Regular Meeting held on Wednesday, November 27, 2019 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 2021 Annual General Meeting.

5. ELECTION OF AUTHORITY CHAIR

The Election Chair, Tammy Cook, CAO, 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 #3/20

Moved by Allan Vis, Seconded by Jim Vezina

“THAT: Donna Blunt is appointed as Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2021.” 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 #4/20

Moved by Andrea Goold, Seconded by Ed Chambers

"THAT: Grant Arnold is appointed as Vice-Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2021." **CARRIED.**

Donna Blunt, Chair, resumed Chairing the meeting.

7. APPOINTMENT OF AUDITORS – 2020

Members reviewed and discussed Staff Report FIN-01-2020 related to the appointment of the Auditors for the year 2020.

Resolution #5/20

Moved by Rudy Buitenhuis, 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 2020." **CARRIED.**

8. APPOINTMENT OF SOLICITORS – 2020

Members reviewed and discussed Staff Report FIN-02-2020 related to the appointment of Authority Solicitor for the year 2020.

Resolution #6/20

Moved by Grant Arnold, Seconded by Ed Chambers

"THAT: the legal firm of McKittricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2020." **CARRIED.**

9. APPOINTMENT OF AUTHORITY BANK – 2020

Members reviewed and discussed Staff Report FIN-03-2020 related to the appointment of the Authority Bank for the year 2020.

Resolution #7/20

Moved by Erwin Butikofer, Seconded by AllanVis

"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 2020." **CARRIED.**

10. BORROWING RESOLUTION

Resolution #8/20

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 2020, 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 2020, 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 meeting was not held.

12. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) File: Board Member Reference Manual

Members were requested that they bring their Board Member Reference Manual binder to the January meeting as Staff will update the binders and return them to Board Members at the February Meeting.

Members were provided with the 2020 Meeting Schedule and 12 Month Calendar of Events.

(b) File: 2020 Budget and Levies

Members were advised that the CAO and Finance Manager attended the City of Thunder Bay Council Meeting on January 14, 2020 to answer any questions relative to the 2020 Operating Budget and Levies.

It was noted that the Levy notices will be mailed by registered mail as required in the *Conservation Authorities Act* to each Member Municipality at the end of January with suggested payment dates of April 30, 2020.

(c) File: Conservation Authority Consultation with MECP

It was noted that the Ministry of Environment, Conservation and Parks is conducting broader consultation with Conservation Authorities and other interested parties. The consultations will be held on January 31st in Barrie, February 7th in Peterborough and February 14th in London. No consultations were scheduled in the North at the time of the meeting. If no northern consultations are held in the north consideration will be given to attending in London.

(d) File: Conservation Authorities Act Review

It was noted that Conservation Ontario held a webinar on January 16, 2020 regarding “Key Changes to the *Conservation Authorities Act* and Moving Forward”. Members were advised that the webinar recording and slide deck are now available through the Conservation Ontario Member Pages site (Education & Training -> Webinars and Workshops).

13. CORRESPONDENCE

(a) Support Resolution of Conservation Authorities – Municipality of Shuniah

Members were provided with the resolution passed by the Municipality of Shuniah in support of the continuation of program support for Conservation Authorities in the Province of Ontario.

(b) File: Printed Material

Printed material was circulated.

14. STAFF REPORTS

Members reviewed and discussed Staff Report FLFOR-01-2020, which summarized the 2019 Flood Forecasting and Warning Program.

Resolution #9/20

Moved by Rudy Buitenhuis, Seconded by Umed Panu

“THAT: Staff Report FLFOR-01-2020 be received.” CARRIED.

Members reviewed and discussed Staff Report PIR-01-2020, which summarized the 2019 Plan Input and Review Program.

Resolution #10/20

Moved by Grant Arnold, Seconded Allan Vis

"THAT: Staff Report PIR-01-2020 be received." CARRIED.

Members reviewed and discussed Staff Report DEVREG-01-2020, which summarized the 2019 Development Regulations Program.

Resolution #11/20

Moved by Jim Vezina, Seconded by Allan Vis

"THAT: Staff Report DEVREG-01-2020 be received." CARRIED.

Members reviewed and discussed Staff Report CONAREA-01-2020, which outlined a proposed partnership with Parks Canada for the purchase and installation of a floating dock at Hurkett Cove Conservation Area.

Resolution #12/20

Moved by Andrea Goold, Seconded by Erwin Butikofer

"THAT: Staff Report CONAREA-01-2020 be received for information AND FURTHER THAT the Chair and Chief Administrative Officer are authorized to enter into an agreement with Parks Canada to receive funding to purchase a floating dock for Hurkett Cove Conservation Area." CARRIED.

Members reviewed and discussed Staff Report COMREL-01-2020, which provided updates on the LRCA's website and social media accounts for 2019.

Resolution #13/20

Moved by Erwin Butikofer, Seconded by Andrea Goold

"THAT: Staff Report No. COMREL-01-2020 be received for information." CARRIED.

15. CHIEF ADMINISTRATIVE OFFICER REPORT

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

Members reviewed and discussed Staff Report FIN-04-2020 which summarized the Authority's 2019 investments.

Resolution #14/20

Moved by Andrea Goold, Seconded by Erwin Butikofer

"THAT: the Staff Report FIN-04-2020 be received." **CARRIED.**

Members reviewed and discussed Staff Report FIN-05-2020 which summarized the donations to the Authority in 2019.

Resolution #15/20

Moved by Andrea Goold, Seconded by Jim Vezina

"THAT: the Staff Report FIN-05-2020 be received." **CARRIED.**

Members were advised that the "Conservation Ontario Staff Pass" which enables Conservation Authority staff and Board Members to visit Conservation Areas without paying the entrance/parking fee are now available.

16. PASSING OF ACCOUNTS

Resolution #16/20

Moved by Andrea Goold, Seconded by Jim Vezina

"THAT: having examined the accounts for the period of November 1, 2019 to November 30, 2019 cheque #1814 to #1843 for \$630,094.12 and preauthorized payments of \$87,525.06 for a total of \$717,619.18, we approve their payment." **CARRIED.**

Resolution #17/20

Moved by Ed Chambers, Seconded by Andrea Goold

"THAT: having examined the accounts for the period of December 1, 2019 to December 31, 2019 cheque #1844 to #1865 for \$16,838.58 and preauthorized payments of \$68,503.86 for a total of \$85,342.44, we approve their payment." **CARRIED.**

17. REGULATORY ROLE

The Plan Input and Review for the period from November 28, 2019, to January 29, 2020, was circulated.

The Permits issued for the period from November 28, 2019, to January 29, 2020, were circulated.

18. PROJECTS UPDATE

It was noted that tickets were available for the 2020 Conservation Dinner & Auction, which is being held on Friday, February 7, 2020.

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, 2020 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. Staff are beginning to work on the fifth annual report from the Source Protection Authority due to the Ministry of Environment Conservation and Parks by May 1, 2020. A draft report will be provided to the Board in April during a Source Protection Authority Meeting.

Members reviewed and discussed the proposal submitted by Hatch Corporation for the 2020 sediment survey of the Neebing -McIntyre Floodway.

Resolution #18/20

Moved by Jim Vezina, Seconded by Ed Chambers

***"THAT: the proposal submitted by Hatch Corporation for the 2020 sediment survey of the Neebing-McIntyre Floodway dated December 19, 2019 be approved."** CARRIED.*

19. NEW BUSINESS

The Lakehead Conservation Foundation will be seeking Corporate Sponsorships and Partnership opportunities to increase their fundraising opportunities.

20. NEXT MEETING

The next meeting will be held on Wednesday, February 26, 2020, starting at 4:30 p.m.

21. AJOURNMENT

Resolution #19/20

Moved by Allan Vis, Seconded by Jim Vezina

***"THAT: the time being 5:16 p.m. AND FURTHER THAT there being no further business we adjourn."** CARRIED.*


Chair


Chief Administrative Officer