



# LAKEHEAD REGION

## CONSERVATION AUTHORITY

Minutes of the Fourth Regular Meeting of the Lakehead Region Conservation Authority held on Wednesday, May 3, 2017, in the Authority Boardroom. The Chair called the Meeting to order at 4:30 p.m.

**PRESENT:** Donna Blunt, Chair  
Ken Boshcoff, Vice-Chair  
Erwin Butikofer  
Jim Byers  
Ed Chambers  
Umed Panu  
Jim Vezina  
Wendy Wright

**ABSENT:** Grant Arnold  
Andrew Foulds  
Linda Rydholm

**ALSO PRESENT:** Tammy Cook, Chief Administrative Officer  
Ryne Gilliam, Field Operations Supervisor  
Ryan Mackett, Community Stewardship/Public Relations Officer  
Mark Ambrose, Finance Manager  
Melanie O'Riley Receptionist/Admin Clerk, recorder of Minutes  
Rosy Brizi, Partner, Grant Thornton, part of Meeting  
Michael Skube, mls Financial Services, part of Meeting

### 1. ADOPTION OF AGENDA

Due to inclement weather the scheduled April 26, 2017 Meeting was rescheduled to May 3, 2017.

Resolution 56/17

Moved by Wendy Wright, Seconded by Jim Vezina

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

2. **DISCLOSURE OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

Resolution #57/17

Moved by Jim Vezina, Seconded by Jim Byers

***“THAT: the Minutes of the Lakehead Region Conservation Authority Third Regular Meeting held on Wednesday, March 29, 2017, together with the In-Camera portion are adopted as published.” CARRIED.***

4. **2016 AUDIT REPORT FINANCIAL STATEMENTS**

Members reviewed and discussed the draft 2016 Audit Report and Financial Statements from our Audit firm, Grant Thornton LLP Thunder Bay. Rosy Brizi attended and outlined the Audit Report and Statements and answered any questions.

Resolution #58/17

Moved by Jim Byers, Seconded by Jim Vezina

***“THAT: the 2016 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.***

Final copies will be forwarded to all Member Municipalities.

5. **IN-CAMERA AGENDA**

Resolution #59/17

Moved by Jim Vezina, Seconded by Jim Byers

***“THAT: we now go into Committee of the Whole (In-Camera) at 4:45 p.m.” CARRIED.***

Resolution #60/17

Moved by Jim Byers, Seconded by Jim Vezina

***“THAT: we go into Open Meeting at 5:40 p.m.” CARRIED.***

The purpose of the In-Camera Meeting pertained to personnel, property and third party matters.

## 6. BUSINESS ARISING FROM PREVIOUS MINUTES

### (a) File: Conduct of Public and Media at Board Meetings

Members reviewed and discussed Board of Directors Policy BOD-01: Conduct of Media at Board Meetings.

Resolution #61/17

Moved by Wendy Wright, Erwin Butikofer

***"THAT: Board of Directors Policy BOD-01: Conduct of Media at Board Meetings be adopted."***  
**CARRIED.**

Members reviewed and discussed Board of Directors Policy BOD-02: Conduct of Public at Board Meetings.

Resolution #62/17

Moved by Erwin Butikofer, Seconded by Wendy Wright

***"THAT: Board of Directors Policy BOD-02: Conduct of Public at Board Meetings be adopted."***  
**CARRIED.**

### (b) File: Queen's Park Day

It was noted that the CAO attended Queen's Park Day on April 4, 2017.

### (c) File: Chamber of Commerce Business Excellence Awards

It as noted that the CAO and Vice-Chair accepted the Excellence in Environmental Stewardship Business Excellence Award on behalf of the LRCA at the Chamber of Commerce Gala held on April 8, 2017.

## 7. CORRESPONDENCE

### (a) File: Lakehead Conservation Foundation – Membership

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

Resolution #63/17

Moved by Wendy Wright, Seconded by Erwin Butikofer

***"THAT: Ms. Reba Macdonald be nominated to the Lakehead Conservation Foundation."***  
**CARRIED.**

### (b) File: Conservation Ontario Annual Report

Members were provided with Conservation Ontario's Annual Report.  
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- (c) File: Printed Material

Printed material was circulated.

## 8. MINUTES

- (a) File: Lakehead Conservation Foundation

The Minutes of the Lakehead Conservation Foundation Meeting dated February 27, 2017, which were adopted at their April 10, 2017, Meeting were noted.

- (b) File: Northern Chapter Video-Conference

The Conservation Authorities Northern Chapter Meeting Notes from October 17, 2016, which was held after the General Managers Meeting in Toronto and the Agenda for the videoconference held at Contact North on March 28, 2017, were noted.

## 9. STAFF REPORTS

Members reviewed and discussed Staff Report WM-01-2017 related to the completed Oliver Creek Watershed Assessment.

Resolution #64/17

Moved by Erwin Butikofer, Seconded by Wendy Wright

***"THAT: the Oliver Creek Watershed Assessment is received AND FURTHER THAT the recommendations contained therein be endorsed." CARRIED.***

Members reviewed and discussed Staff Report CONAREA-03-2017 related to the Nature Conservancy of Canada's request for a camping permit at Little Trout Bay Conservation Area.

Resolution #65/17

Moved by Jim Vezina, Seconded by Ed Chambers

***"THAT: Staff Report CONAREA-03-2017 is received AND FURTHER THAT the recommendations contained therein be adopted." CARRIED.***

Members reviewed and discussed Staff Report POLICY-GEN/07/08/09/10/11-2017 related to Accessibility for Ontarians with Disabilities Act policies.

Resolution #66/17

Moved by Jim Buyers, Seconded by Wendy Wright

***"THAT: General Policies GEN-07-2017: AODA-IASR Customer Service, GEN-08-2017: AODA-IASR Design of Public Spaces, GEN-09-2017: AODA-IASR Employment, GEN-10-2017: AODA-IASR Transportation and GEN-11-2017: AODA-IASR Information and Communications be adopted." CARRIED.***

## 10. CHIEF ADMINISTRATIVE OFFICER'S REPORT

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

Members reviewed and discussed Staff Report POLICY-FIN01-2017 related to the updated Tangible Capital Asset Policy.

Resolution #67/17

Moved by Wendy Wright, Seconded by Jim Buyers

***"THAT: Finance Policy FIN-01: Tangible Capital Assets, Version 2.0 be adopted."*** **CARRIED.**

It was noted that the LRCA's CAO was appointed to the Conservation Ontario Section 28 Committee as a representative from the north.

Members reviewed and discussed the funding agreement with the Great Lakes Guardian Community Fund to complete cattle fencing and riparian restoration at a farm on the Slate River.

Resolution #68/17

Moved by Jim Byers, Seconded by Erwin Butikofer

***"THAT: the Chair and Chief Administrative Officer are authorized to enter into a funding agreement with the Province of Ontario in order to carry out Great Lakes Guardian Community Fund Project ID GLGCR5-2016-11-1-50365968."*** **CARRIED.**

Members reviewed and discussed the purchase of a 2017 Nissan Rogue S AWD CVT which will replace the 2006 Chevy Uplander Van.

Resolution #69/17

Moved by Erwin Butikofer, Seconded by Jim Byers

***"THAT: the quote from Half-Way Motors for a 2017 Nissan Rogue S AWD CVT be accepted AND FURTHER THAT the required funds will be taken from the Vehicle/Equipment Reserve AND FURTHER THAT the 2006 Chevy Uplander will be traded-in at Half-Way Motors."*** **CARRIED.**

Members were advised that the Department of Fisheries and Oceans (DFO) has contracted the LRCA to conduct five inspections of the Wolf River Sea Lamprey Barrier and portage in the Township of Dorion.

**11. PASSING OF ACCOUNTS**

Resolution #70/17

Moved by Jim Byers, Seconded by Erwin Butikofer

*“THAT: having examined the accounts for the period of March 1 to March 31, 2017 cheque #807 to #834 for \$49,474.70 and preauthorized payments of \$52,995.81 for a total of \$102,470.51, we approve their payment.” CARRIED.*

**12. REGULATORY ROLE – Circulation Binder**

The Plan Input and Review for the period from March 30, 2017 to April 26, 2017, was circulated.

The Permits issued for the period from March 30, 2017 to April 26, 2017, were circulated.

**13. PROJECTS UPDATE**

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

It was noted that Staff have made a request to TVO’s The Water Brothers to have the LRCA Administrative Office listed as a Quench Station on their Quench app, which informs people of locations where they can fill their reusable water bottles with tap water. A great way to increase foot traffic into the office and awareness of the LRCA and promotes drinking municipal water, which is a safe source of drinking water, as protected by the Source Water Protection program administered by the LRCA.

**14. NEW BUSINESS**

Umed Panu, requested that the LRCA reinstate donating a prize for the Northwestern Ontario Science Fair.

Tammy Cook advised Members that Allison Bannister has resigned from the LCF Board as she has taken a job out of town.

Tammy Cook advised Members that Kim Gavine, General Manager, Conservation Ontario will be attending the LRCA June Board Meeting.

**15. NEXT MEETING**

Wednesday, May 31, 2017, at 4:30 p.m.

16. AJOURNMENT

Resolution #71/17

Moved by Jim Byers, Seconded by Erwin Butikofer

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

  
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Chair

  
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Chief Administrative Officer