



70th Annual LRCA Board Meeting Minutes

Lakehead Region Conservation Authority

January 31, 2024 at 4:30 p.m.

130 Conservation Road/Microsoft Teams

Members Present:

Albert Aiello, Grant Arnold, Robert Beatty, Donna Blunt, Rudy Buitenhuis, Dan Calvert, Trevor Giertuga, Sheelagh Hendrick, Brian Kurikka

Members Present (Remote):

Greg Johnsen, Jim Vezina

Also Present:

Tammy Cook, Chief Administrative Officer

Mark Ambrose, Finance Manager

Ryne Gilliam, Lands Manager

Melissa Hughson, Watershed Manager

Ryan Mackett, Communications Manager

Melanie O'Riley, Administrative Clerk/Receptionist, recorder of Minutes

1. CALL TO ORDER

The Chair called the meeting to order at 4:30 p.m.

2. ADOPTION OF AGENDA

THAT: the Agenda be adopted as published.

Motion: #1/24

Motion moved by Dan Calvert and motion seconded by Albert Aiello. **CARRIED.**

3. DISCLOSURE OF INTEREST

None.

4. ELECTION OF OFFICERS

Members were provided with Staff Report CORP-01-2024 related to the annual election for Chair and Vice-Chair. It was noted that the Minister of Natural Resources and Forestry had

granted an exception (in response to the Authority's request) that permitted the current Chair to continue in the position, if so elected.

As outlined in the Administrative By-Law, Tammy Cook, 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 representatives until the 2025 Annual General Meeting.

4.1. APPOINTMENT OF SCRUTINEERS

In the event of an election, members appointed Mark Ambrose, Finance Manager and Ryan Mackett, Communications Manager as scrutineers.

***THAT:** Mark Ambrose, Finance Manager and Ryan Mackett, Communications Manager, be appointed as scrutineers of the Lakehead Region Conservation Authority 2024 elections.*

Motion: #2/24

Motion moved by Dan Calvert and motion seconded by Albert Aiello. **CARRIED.**

4.2. ELECTION OF AUTHORITY CHAIR

The CAO, 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 and was acclaimed to the position of Chair.

***THAT:** the nominations for Chair be closed.*

Motion: #3/24

Motion moved by Albert Aiello and motion seconded by Dan Calvert. **CARRIED.**

***THAT:** Donna Blunt is appointed as Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2025.*

Motion: #4/24

Motion moved by Albert Aiello and motion seconded by Dan Calvert. **CARRIED.**

4.3. ELECTION OF AUTHORITY VICE-CHAIR

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

Donna Blunt nominated Jim Vezina for the position of Vice-Chair.

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

Jim Vezina agreed to let his name stand and was acclaimed to the position of Vice-Chair.

THAT: the nomination for Vice-Chair be closed.

Motion: #5/24

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

THAT: Jim Vezina is appointed as Vice-Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2025.

Motion: #6/24

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

4.4. BALLOTS

Since both the Chair and Vice-Chair were acclaimed, there was no election; therefore, no motion was required to destroy ballots.

5. MINUTES OF PREVIOUS MEETING

THAT: the Minutes of the Lakehead Region Conservation Authority Tenth Regular Meeting held on Wednesday, November 29, 2023 be adopted as published.

Motion: #7/24

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

6. APPOINTMENT OF AUDITORS – 2024

THAT: the audit firm of Grant Thornton Thunder Bay LLP is appointed as auditors of the Lakehead Region Conservation Authority for the year 2024.

Motion: #8/24

Motion moved by Albert Aiello and motion seconded by Dan Calvert. **CARRIED.**

7. APPOINTMENT OF SOLICITORS – 2024

THAT: the legal firm of McKitricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2024.

Motion: #9/24

Motion moved by Dan Calvert and motion seconded by Albert Aiello. **CARRIED.**

8. APPOINTMENT OF AUTHORITY BANK – 2024

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 2024.

Motion: #10/24

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

9. BORROWING RESOLUTION

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 2024, 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 2024, 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.

Motion: #11/24

Motion moved by Albert Aiello and motion seconded by Dan Calvert. **CARRIED.**

10. IN-CAMERA AGENDA

No In-Camera meeting was held.

11. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

12. CORRESPONDENCE

12.1. 2024 Conservation Ontario Pass Program

It was noted that the 2024 Conservation Ontario Pass Program was available to current Conservation Authority Staff and Board Members for one calendar year.

12.2. Letter from MNRF, Minister's Direction extending freezing of Conservation Authority fees into 2024

Correspondence received from MNRF related to the Minister's Direction extending the freezing of Conservation Authority Development Regulation and Plan Review fees until December 31, 2024 was noted.

13. STAFF REPORTS

13.1. 2023 Digital Engagement Update

Members reviewed and discussed Staff Report COMREL-01-2024 summarizing the 2023 Website and Social Media activities.

THAT: Staff Report No. COMREL-01-2024 be received for information.

Motion: #12/24

Motion moved by Albert Aiello and motion seconded by Dan Calvert. **CARRIED.**

13.2. Environmental Education Program 2023 Summary

Members reviewed and discussed Staff Report ENVEDU-01-2024 summarizing the 2023 LRCA Environmental Education Program.

THAT: Staff Report ENVEDU-01-2024 be received for information.

Motion: #13/24

Motion moved by Sheelagh Hendrick and motion seconded by Albert Aiello. **CARRIED.**

13.3. Narrow-leaved Cattail at Hurkett Cove Conservation Area

Members reviewed and discussed Staff Report STEW-01-2024 related to the Narrow-leaved Cattail at Hurkett Cove Conservation Area.

THAT: Staff Report STEW-01-2024 be received.

Motion: #14/24

Motion moved by Sheelagh Hendrick and motion seconded by Albert Aiello. **CARRIED.**

13.4. Strategic Plan Summary

Members reviewed and discussed Staff Report STRAT-01-2024 summarizing the Strategic Plan activities in 2023.

THAT: Staff Report STRAT-01-2024 be received.

Motion: #15/24

Motion moved by Brian Kurikka and motion seconded by Robert Beatty. **CARRIED.**

13.5. Development Regulations 2023 Summary

Members reviewed and discussed Staff Report DEVREG-01-2024 which summarized the 2023 Development Regulations Program.

THAT: Staff Report DEVREG-01-2024 be received.

Motion: #16/24

Motion moved by Robert Beatty and motion seconded by Brian Kurikka. **CARRIED.**

13.6. Plan Input and Review 2023 Summary

Members reviewed and discussed Staff Report PIR-01-2024 which summarized the 2023 Plan Input and Review Program.

THAT: Staff Report PIR-01-2024 be received.

Motion: #17/24

Motion moved by Rudy Buitenhuis and motion seconded by Robert Beatty. **CARRIED.**

13.7. Flood Forecasting and Warning Program 2023 Summary

Members reviewed and discussed Staff Report FLFOR-01-2024 which summarized the 2023 Flood Forecasting and Warning Program.

***THAT:** the Staff Report FLFOR-01-2024 be received.*

Motion: #18/24

Motion moved by Robert Beatty and motion seconded by Rudy Buitenhuis. **CARRIED.**

13.8. Neebing-McIntyre Floodway 2023 Summary

Members reviewed and discussed Staff Report NMFC-01-2024 which summarized the 2023 Neebing-McIntyre Floodway Program.

***THAT:** Staff Report NMFC-01-2024 be received.*

Motion: #19/24

Motion moved by Rudy Buitenhuis and motion seconded by Brian Kurikka. **CARRIED.**

14. CHIEF ADMINISTRATIVE OFFICER'S REPORT

14.1. Monthly Treasurer's Report - November and December

Members were provided with the monthly Treasurer's Report for November and December's 2023 Administration and Capital.

14.2. 2023 Investment Summary

Members reviewed and discussed Staff Report FIN-04-2024 which summarized the Authority's 2023 investments.

***THAT:** the Staff Report FIN-04-2024 be received.*

Motion: #20/24

Motion moved by Grant Arnold and motion seconded by Rudy Buitenhuis. **CARRIED.**

14.3. 2023 Donation Summary

Members reviewed and discussed Staff Report FIN-05-2024 which summarized the donations that the Authority received in 2023.

***THAT:** Staff Report FIN-05-2024 be received.*

Motion: #21/24

Motion moved by Grant Arnold and motion seconded by Brian Kurikka. **CARRIED.**

14.4. 2024 Fee Schedule Review

Members reviewed and discussed Staff Report FIN-06-2024 related to the 2024 Fee Schedule. It was noted that per the Minister's Direction prohibiting changing Plan Review and Development Regulations fees, no changes were made to those Fee Schedules. Changes made included adding new available merchandise and wording changes to clarify services provided in the Education Program.

***THAT:** the 2024 Fee Schedule be adopted.*

Motion: #22/24

Motion moved by Brian Kurikka and motion seconded by Grant Arnold. **CARRIED.**

14.5. Conservation Authorities Act - Final Progress Report

Members reviewed and discussed Staff Report CORP-02-2024 related to the *Conservation Authorities Act* Final Progress Report. It was noted that the Inventory of Programs was updated to remove Ice Management as a Program Area and to update the estimated Program costs.

***THAT:** Staff Report CORP-02-2024: Conservation Authorities Act Final Progress Report be received **AND FURTHER THAT** the Final Progress Report and Version 4.0 of the Inventory of Programs be approved.*

Motion: 23/24

Motion moved by Brian Kurikka and motion seconded by Grant Arnold. **CARRIED.**

14.6. Lakehead Coastal Resilience Management Plan Pilot Project Funding Application

Members reviewed and discussed the Lakehead Coastal Resilience Management Plan Pilot Project Funding Application that was submitted in conjunction with other Great Lakes Conservation Authorities and Conservation Ontario.

***THAT:** the Board of Director's support the Lakehead Region Conservation Authority's application in conjunction with Conservation Ontario to Natural Resources Canada Climate Resilient Coastal Communities Program **AND FURTHER THAT** the matching 25% funding will be acquired from the Risk of Natural Hazard Deferred Fund and in-kind contributions **AND FURTHER THAT** if the application is successful the CAO and Chair are authorized to enter into a Grant Agreement for the 'Lakehead Coastal Resilience Management Plan Pilot Project'.*

Motion: #24/24

Motion moved by Rudy Buitenhuis and motion seconded by Grant Arnold. **CARRIED.**

14.7. June Board Meeting Date and 2024 Christmas Closure

Members reviewed and discussed Staff Report CORP-04-2024 related to moving the June 26, 2024 Authority Meeting as it conflicted with another Meeting, and the closing of the Administrative Office on December 23, 2024.

THAT: the June 2024 Board Meeting date be moved to June 27, 2024.

Motion: #25/24

Motion moved by Brian Kurikka and motion seconded by Rudy Buitenhuis. **CARRIED.**

THAT: the Administrative Office will be closed December 23, 2024.

Motion: #26/24

Motion moved by Rudy Buitenhuis and motion seconded by Brian Kurikka. **CARRIED.**

15. PASSING OF ACCOUNTS

THAT: having examined the accounts for the period November 1, 2023 to November 30, 2023 cheque #3064 to #3098 for \$79,138.39 and preauthorized payments of \$128,775.32 for a total of \$207,913.71, we approve their payment.

Motion: #27/24

Motion moved by Brian Kurikka and motion seconded by Rudy Buitenhuis. **CARRIED.**

THAT: having examined the accounts for the period December 1, 2023 to December 31, 2023 cheque #3099 to #3130 for \$62,527.55 and preauthorized payments of \$131,534.10 for a total of \$194,061.65, we approve their payment.

Motion: #28/24

Motion moved by Brian Kurikka and motion seconded by Grant Arnold. **CARRIED.**

16. REGULATORY ROLE

Members were provided with the summaries for the Plan Input and Review program and Section 28 permits issued since last meeting.

17. PROJECTS UPDATE

17.1. Communications Manager Projects Update

Members were provided with the Communication Manager projects update.

17.2. Lands Manager Projects Update

It was noted that Field Staff have cut two sections of the bed of the Neebing-McIntyre Floodway Diversion Channel in order to maintain the capacity of the Channel.

Members were advised that a new entrance sign that was made by Authority Staff was installed at Mackenzie Point Conservation Area.

It was noted that a new Accessibility for Ontarians with Disabilities (AODA) outhouse had been installed at Cascades Conservation Area, which was partially funded by Northern Ontario Heritage Fund Corporation (NOHFC).

17.3. Watershed Manager Projects Update

It was noted that the January 15, 2024 snow surveys indicated that the snow survey locations were below average for snow depth and water content, when compared to the historical averages for January 15.

It was noted that on January 3, 2024 a Level II low water advisory was declared as received precipitation ranged between 40-60% of the average for the previous three months.

18. NEW BUSINESS

Members were advised that Tammy Cook, CAO, has joined the following Committees: Ontario Resource Centre for Climate Adaptation (ORCCA) Steering Committee, External Advisory Committee, Natural Resources Management - Lakehead University, TD Friends of the Environment Foundation and Ontario Hydrometric Program Cooperative Committee (OHPCC) in Relation to the Canada-Ontario Agreement on Hydrometric Monitoring. Additionally, the CAO enrolled in a Municipal Law Course through the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO).

19. NEXT MEETING

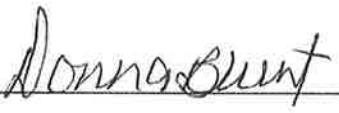
The next meeting will be held on Wednesday February 28, 2024 at 4:30 p.m.

20. ADJOURNMENT

THAT: the time being 5:34 p.m. AND FURTHER THAT we have no further business we adjourn.

Motion: #29/24

Motion moved by Grant Arnold and motion seconded by Brian Kurikka. **CARRIED.**


Chair


Chief Administrative Officer