



# LAKEHEAD REGION CONSERVATION AUTHORITY

Minutes of the Seventh Regular Meeting of the Lakehead Region Conservation Authority held on Wednesday, August 31, 2016, in the Authority Boardroom. The Chair called the Meeting to order at 4:30 p.m.

<b>PRESENT:</b>	Donna Blunt, Chair	4:30 p.m. – 6:12 p.m.
	Jim Vezina, Vice Chair	4:30 p.m. – 6:12 p.m.
	Bill Bartley	4:30 p.m. – 6:12 p.m.
	Ken Boshcoff	4:30 p.m. – 6:12 p.m.
	Erwin Butikofer	4:30 p.m. – 6:12 p.m.
	Jim Byers	4:30 p.m. – 6:12 p.m.
	Ed Chambers	4:30 p.m. – 6:12 p.m.
	Linda Rydholm	4:30 p.m. – 6:12 p.m.
	Wendy Wright	4:30 p.m. – 6:12 p.m.

**REGRETS:** Grant Arnold  
Andrew Foulds

**ALSO**

**PRESENT:** Tammy Cook, Chief Administrative Officer  
Ryan Mackett, Community Stewardship/Public Relations Officer  
Ryne Gilliam, Field Operations Supervisor  
Michael Heath, Finance Manager  
Melanie O'Riley, Administrative Clerk/Receptionist, recorder of Minutes

**1. ADOPTION OF AGENDA**

Resolution #97/16

Moved by Erwin Butikofer, Seconded by Wendy Wright

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

**2. DISCLOSURE OF INTEREST**

Ken Boshcoff declared a conflict with an item contained in Business Arising from Previous Minutes.

**3. MINUTES OF PREVIOUS MEETING**

Resolution #98/16

Moved by Wendy Wright, Seconded by Erwin Butikofer

***"THAT: the Minutes of the Lakehead Region Conservation Authority Sixth Regular Meeting held on Wednesday, June 29, 2016, together with the In-Camera portion are adopted as published."*** **CARRIED.**

**4. IN-CAMERA AGENDA**

Resolution #99/16

Moved by Erwin Butikofer, Seconded by Wendy Wright

***"THAT: we now go into Committee on the Whole (In-Camera) at 4:36 p.m."*** **CARRIED.**

Resolution #100/16

Moved by Erwin Butikofer, Seconded by Wendy Wright

***"THAT: we go into Open Meeting at 4:54 p.m."*** **CARRIED.**

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

**5. APPOINTMENT OF SIGNING OFFICERS**

Resolution #101/16

Moved by Bill Bartley, Seconded by Ed Chambers

***"THAT: effective July 2, 2016 Donna Blunt, Chair, Jim Vezina, Vice-Chair and Tammy Cook, Chief Administrative Officer, be appointed as signing officers on behalf of the Lakehead Region Conservation Authority until the 2017 AGM."*** **CARRIED.**

**6. CONSERVATION ONTARIO COUNCIL**

Resolution #102/16

Moved by Jim Byers, Seconded by Erwin Butikofer

***"THAT: effective July 2, 2016 the Lakehead Region Conservation Authority voting representative to the Conservation Ontario Council until the 2017 AGM is Donna Blunt, Chair in her absence the alternate is Jim Vezina, Vice-Chair AND FURTHER THAT the Chair is empowered to appoint a voting delegate in the event that neither the Chair or Vice-Chair are able to attend any Conservation Ontario Meetings."*** **CARRIED.**

## 7. BUSINESS ARISING FROM PREVIOUS MINUTES

- (a) File: Request for Sign on LRCA Property- Jim Jessiman Nature Reserve

Members were advised that a complete Staff Report will be presented at the September Board Meeting related to the request for a sign at the Jim Jessiman Nature Reserve.

- (b) Conservation Authorities Act Review

Members approved the draft letter regarding LRCA comments on the EBR posting related to the *Conservation Authorities Act Review*. The letter will be submitted prior to the commenting deadline of September 9, 2016.

## 8. CORRESPONDENCE

- (a) File: MNRW Wetland Conservation Strategy

Members were advised that the MNRW has released the "Draft: A Wetland Conservation Strategy for Ontario 2016-2030" for comment. Staff will review the document and submit any warranted comments.

- (b) File: Annual Reports

Annual Reports were received from Grand River Conservation Authority and Otonabee Conservation and were circulated.

- (c) File: Conservation Ontario

Correspondence from Conservation Ontario as detailed in the Agenda was noted.

- (d) File: Printed Material

Printed material was circulated.

## 9. STAFF REPORTS

Members reviewed and discussed the Staff Report related to the Social Media policy.

Resolution #103/16

Moved by Jim Byers, Seconded by Erwin Butikofer

***"THAT: Staff Report No. COMREL-04-2016 and the attached Social Media Policy are approved and adopted."* CARRIED.**

Members reviewed and discussed the Staff Report related to the request from the City of Thunder Bay to install a Stormwater Management Facility on LRCA owned property at 212, 214 and 218 Theresa Street (LRCA Property #49).

Resolution #104/16

Moved by Jim Byers, Seconded by Erwin Butikofer

***“THAT: the City of Thunder Bay is authorized to install a Stormwater Management Facility located at 212, 214 and 218 Theresa Street as outlined in their letter dated July 20, 2016 with the requirement that the City of Thunder Bay is responsible for the installation and all on-going maintenance of the Stormwater Facility or required maintenance resulting from the Stormwater Facility AND FURTHER THAT an Agreement to this effect will be executed.”***  
**CARRIED.**

#### **10. TREASURER’S REPORT**

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

Members reviewed and discussed the National Disaster Mitigation Fund.

Resolution #105/16

Moved by Wendy Wright, Seconded by Jim Byers

***“THAT: the Lakehead Region Conservation Authority will submit an application under the National Disaster Mitigation Fund for the 2017/2018 fiscal year to update the McVicar Creek Floodplain Mapping.”*** **CARRIED.**

Discussion of the utilization of the Authority’s Greenhouse took place. The Board agreed that more information was needed if they were to rent out the entire Greenhouse to one or more parties.

Members were advised that the CAO and Finance Manager will be attending free training being provided by WSIB Ontario entitled “Building your Health and Safety Program”. Participants will be eligible for a 5% rebate on WSIB premiums.

#### **11. 2017 DRAFT BUDGET**

Discussion of the preliminary 2017 draft budget/work plan took place. Staff provided a forecast of the 2016 budget to year-end together with proposed 2017 budget items.

It was noted that the Chair, Finance Manager and CAO will be meeting the City EMT to review the draft 2017 Capital Budget on September 7, 2016.

Members were asked to please advise if their Township/Municipality wanted a visit to their Council Meeting during September/October related to 2017 draft budget.

## **12. PASSING OF ACCOUNTS**

Resolution #106/16

Moved by Bill Bartley, Seconded by Ken Boshcoff

**"THAT:** *having examined the accounts for the period of June 1, 2016 to June 30, 2016 cheque #547 to #586 for \$72,611.85 and preauthorized payments of \$71,681.68, for a total of \$144,293.53, we approve their payment."* **CARRIED.**

Resolution #107/16

Moved by Bill Bartley, Seconded by Ken Boshcoff

**"THAT:** *having examined the accounts for the period of July 1, 2016 to July 31, 2016 cheque #587 to #616 for \$109,435.94 and preauthorized payments of \$89,167.08, for a total of \$198,603.02, we approve their payment."* **CARRIED.**

## **13. REGULATORY ROLE – Circulation Binder**

The Plan Input and Review for the period from June 30, 2016 to August 31, 2016, was circulated.

The Permits issued for the period from June 30, 2016 to August 31, 2016, was circulated.

## **14. PROJECTS UPDATE**

Members reviewed the written updates on on-going projects/activities as detailed in the Agenda.

Members concurred with the 2016 Annual Report's release date be pushed back to Saturday, January 30, 2017.

Members agreed to increase the number of copies printed of the fundraising calendar from 7,500 copies to 10,000 copies due to the popularity of the calendar.

Members were advised that Union Gas donated all material, built and installed a new walkway bridge crossing the wetland pond near the parking lot at Mills Block Forest.

Members were advised that the Authority is now able to accept Paypal as payment.

Members reviewed and discussed the amendment to the LRCA's Geocaching Policy.

Resolution #108/16

Moved by Ken Boshcoff, Seconded by Bill Bartley

***"THAT: The LRCA's official geocaching policy is amended so that the allowable distance for the off-trail placement of geocaches is increased from one to three metres."*** **CARRIED.**

Members were advised that Zaitzeff Law Office has submitted another request for data related to the class action law suit filed against the City of Thunder Bay related to the June 2012 rainfall event.

**15. NEW BUSINESS**

It was noted that Ken McWhirter resigned from the Source Protection Committee.

Members discussed the request by Bo Huk, Superior Foods of Thunder Bay to rent the triangle property on Fort William Road to sell produce and beef acquired from Northern Ontario sources. The proposal is to rent the property for eight weeks. Staff were directed to negotiate a rental fee and verify that all required permits have been obtained

**16. NEXT MEETING**

Wednesday, September 28, 2016, at 4:30 p.m.

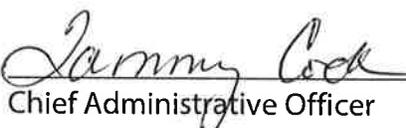
**17. ADJOURNMENT**

Resolution #109/16

Moved by Ken Boshcoff, Seconded by Bill Bartley

***"THAT: the time being 6:12 p.m. AND FURTHER THAT there being no further business THAT we adjourn."*** **CARRIED.**

  
Chair

  
Chief Administrative Officer