



## **71st Annual LRCA Board Meeting Minutes**

Lakehead Region Conservation Authority

January 29, 2025 at 4:30 p.m.

130 Conservation Road/Microsoft Teams

### **Members Present:**

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

### **Members Present (Remote):**

Dan Calvert, Greg Johnsen

### **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: #1/25**

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

### **3. DISCLOSURE OF INTEREST**

None.

### **4. ELECTION OF OFFICERS**

Members were provided with Staff Report CORP-01-2025 related to the annual election for Chair and Vice-Chair. It was noted that the Minister of Natural Resources had granted an

exception (in response to the Authority's request) that permitted the current Chair and Vice-Chair to continue in their respective positions if so elected for 2025 and 2026.

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 2026 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 2025 elections.*

**Motion: #2/25**

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

#### **4.2. ELECTION OF AUTHORITY CHAIR**

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

Jim Vezina 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.

*THAT: the nominations for Chair be closed.*

**Motion: #3/25**

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

*THAT: Donna Blunt is appointed as Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2026.*

**Motion: #4/25**

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

#### **4.3. ELECTION OF AUTHORITY VICE-CHAIR**

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

Grant Arnold 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.

*THAT: the nomination for Vice-Chair be closed.*

**Motion: #5/25**

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

*THAT: Jim Vezina is appointed as Vice-Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2026.*

**Motion: #6/25**

Motion moved by Trevor Giertuga and motion seconded by Albert Aiello. **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.

Donna Blunt, Chair, resumed Chairing the Meeting.

#### **5. MINUTES OF PREVIOUS MEETING**

*THAT: the Minutes of the Lakehead Region Conservation Authority Tenth Regular Meeting held on Wednesday, November 27, 2024 be adopted as published.*

**Motion: #7/25**

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

## **6. APPOINTMENT OF AUDITORS**

*THAT: the audit firm of Doane Grant Thornton LLP is appointed as auditors of the Lakehead Region Conservation Authority for the year 2025.*

**Motion: #8/25**

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

## **7. APPOINTMENT OF SOLICITORS**

*THAT: the legal firm of McKittricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2025.*

**Motion: #9/25**

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

## **8. APPOINTMENT OF AUTHORITY BANK**

*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 2025.*

**Motion: #10/25**

Motion moved by Albert Aiello 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 2025, 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 2025, 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: #11/25**

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

**10. IN-CAMERA AGENDA**

**THAT:** *we now go into Committee of the Whole (In-Camera) at 4:42 p.m.*

**Motion: #12/25**

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

**THAT:** *we go into Open Meeting at 4:48 p.m.*

**Motion: #13/25**

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

**THAT:** *the In-Camera Minutes of the Lakehead Region Conservation Authority October 30, 2024 meeting be adopted as published.*

**Motion: #14/25**

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

**THAT:** *Staff Report CORP-02-2025 is received AND FURTHER THAT the recommendations contained therein are approved.*

**Motion: #15/25**

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

## **11. BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

## **12. CORRESPONDENCE**

### **12.1. Extension of Minister's direction for conservation authorities regarding fee changes associated with planning, development and permitting fees**

Correspondence received from the Minister of Natural Resources related to the extension of the Minister's previous direction for Conservation Authorities to make no fee changes associated with planning, development, and permitting fees effective January 1, 2025 to December 31, 2025 was noted.

### **12.2. 2023 - 2024 Lakehead University - Arthur Shewchuk Memorial Bursary**

It was noted that the recipient of the 2023/2024 Lakehead University - Arthur Shewchuk Memorial Bursary was Robert Tyska, Bachelor of Engineering (Mechanical) year 2 Diploma.

## **13. STAFF REPORTS**

### **13.1. Traffic Counter Report – 2023**

Members reviewed and discussed Staff Report CONAREA-01-2025 related to the 2023 Traffic Counter Report.

*THAT: the Staff Report CONAREA-01-2025 be received.*

**Motion: #16/25**

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

### **13.2. 2024 Flood Forecasting Summary**

Members reviewed and discussed Staff Report FLFOR-01-2025 which summarized the 2024 Flood Forecasting and Warning Program.

*THAT: Staff Report FLFOR-01-2025 be received.*

**Motion: #17/25**

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

### **13.3. 2024 Neebing-McIntyre Floodway Summary**

Members reviewed and discussed Staff Report NMFC-01-2025 which summarized the 2024 Neebing-McIntyre Floodway Program.

*THAT: Staff Report NMFC-01-2025 be received.*

**Motion: #18/25**

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

### **13.4. 2024 Plan Review Summary**

Members reviewed and discussed Staff Report PIR-01-2025 which summarized the 2024 Plan Input and Review Program.

*THAT: Staff Report PIR-01-2025 be received.*

**Motion: #19/25**

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

### **13.5. 2024 Development Regulations Summary & Annual Report: Permit Timelines and Compliance Summary**

Members reviewed and discussed Staff Report DEVREG-01-2025 which summarized the Development Regulations and Annual Report: Permit Timelines and Compliance Program.

*THAT: Staff Report DEVREG-01-2025 be received AND FURTHER THAT the Annual Report: Permit Timelines and Compliance Summary, 2024 be approved.*

**Motion: #20/25**

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

### **13.6. Maps of Regulated Areas under Section 4 of O. Reg. 41/24**

Members reviewed and discussed Policy DEVREG-08-2025 related to Maps of Regulated Areas.

*THAT: Development Regulations Policy DEVREG-08-2025, Maps of Regulated Areas under Section 4 of O. Reg. 41/24 be adopted.*

**Motion: #21/25**

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

### **13.7. LM-01-2025 2024 Hazard Tree Removal Program**

Members reviewed and discussed Staff Report LM-01-2025 which summarized the 2024 Hazard Tree Removal Program.

**THAT: Staff Report LM-01-2025 be received for information.**

**Motion: #22/25**

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

### **13.8. LM-02-2025 2024 Lands Maintenance Summary**

Members reviewed and discussed Staff Report LM-02-2025 which summarized the 2024 Lands Maintenance Program.

**THAT: Staff Report LM-01-2025 be received for information.**

**Motion: #23/25**

Motion moved by Grant Arnold and motion seconded by Robert Beatty. **CARRIED.**

### **13.9. FORMG-01-2025 Forest Management Plan Annual Summary 2024**

Members reviewed and discussed Staff Report FORMG-01-2025 which summarized the 2024 Forest Management Plan Program. Brian Kurikka asked Staff to include overall Forest Health and check for any diseases or invasive species (i.e. Emerald ash borer etc.) in the next Forest Management Plan update.

**THAT: Staff Report FORMG-01-2025 be received.**

**Motion: #24/25**

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

### **13.10. CORP-03-2025: 2024 Health and Safety Summary**

Members reviewed and discussed Staff Report CORP-03-2025 which summarized the 2024 Health and Safety Program.

**THAT: Staff Report CORP-03-2025 be received for information.**

**Motion: #25/25**

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

### **13.11. ENVEDU-01-2025**

Members reviewed and discussed Staff Report ENVEDU-01-2025 which summarized the Environmental Education Program.

*THAT: Staff Report ENVEDU-01-2025 be received for information.*

**Motion: #26/25**

Motion moved by Jim Vezina and motion seconded by Rudy Buitenhuis. **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 2024 Administration and Capital.

### **14.2. 2025 Board Meeting Schedule**

Members reviewed and discussed the 2025 Board Meeting Schedule. It was noted that the monthly meetings are scheduled the last Wednesday of the month except for June's meeting which will be held the last Thursday of the month as it conflicts with another Meeting.

*THAT: the 2025 Board Meeting Schedule be approved.*

**Motion: #27/25**

Motion moved by Jim Vezina and motion seconded by Robert Beatty. **CARRIED.**

### **14.3. 2024 Investment Summary**

Members reviewed and discussed Staff Report FIN-04-2025 which summarized the Authority's 2024 investments.

*THAT: Staff Report FIN-04-2025 be received.*

**Motion: #28/25**

Motion moved by Jim Vezina and motion seconded by Brian Kurikka. **CARRIED.**

### **14.4. 2024 Donations Summary**

Members reviewed and discussed Staff Report FIN-05-2025 which summarized the donations that the Authority received in 2024.

*THAT: Staff Report FIN-05-2025 be received.*

**Motion: #29/25**

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

#### **14.5. 2025 Fee Schedule**

Members reviewed and discussed Staff Report FIN-06-2025 related to the 2025 Fee Schedule. It was noted that per the Minister's Direction extending prohibiting changing Plan Review and Development Regulations fees, no changes were made to those Fee Schedules. Changes made included adding new available merchandise.

*THAT: the 2025 Fee Schedule be adopted.*

**Motion: #30/25**

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

#### **14.6. Enactment of O. Reg. 474/24: Minister's Reviews under Sections 28.1 and 28.1.2 of the Act and Minister's Orders under Section 28.1.1 of the Act**

Members reviewed and discussed Staff Report DEVREG-02-2025 related to the new regulation (O. Reg. 474/24) for Minister's Reviews and Minister's Orders under the *Conservation Authorities Act*.

*THAT: Staff Report DEVREG-02-2025 be received.*

**Motion: #31/25**

Motion moved by Jim Vezina and motion seconded by Grant Arnold. **CARRIED.**

### **15. PASSING OF ACCOUNTS**

*THAT: having examined the accounts for the period November 1, 2024 to November 30, 2024 cheque #3412 to #3440 for \$62,742.03, and preauthorized payments of \$117,770.78 for a total of \$180,512.81 we approve their payment.*

**Motion: #32/25**

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

*THAT: having examined the accounts for the period December 1, 2024 to December 31, 2024 cheque #3441 to #3458 for \$116,022.29 and preauthorized payments of \$136,695.59 for a total of \$252,717.88 we approve their payment.*

**Motion: #33/25**

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

**16. REGULATORY ROLE**

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

**17. PROJECTS UPDATE**

**17.1. Communications Manager Projects Update**

It was noted Staff have applied for an Ontario Seniors Community Grant for funding towards outdoor education programming geared towards senior Veterans.

**17.2. Lands Manager Projects Update**

None.

**17.3. Watershed Manager Projects Update**

It was noted that the Watershed Manager attended the Climate Resilient Coastal Communities (CRCC) Project Steering Committee Workshop. The focus was regarding the 3.1 million in funding from Natural Resources Canada (NrCan) for four pilot projects in the Great Lakes-St. Lawrence region, one of which is LRCA's Lakehead Resilience Coastal Management Plan, which will focus on completing a technical analysis to determine the existing natural hazards (flooding and erosion) along the Lake Superior shoreline within LRCA's area of jurisdiction as well as modelling and mapping the future natural hazards due to climate change. It was also noted that the LRCA's project had received \$651,500 in funding over four years (2024-2027) from NrCan which provides 75% funding, with the other 25% coming from the Authority.

It was noted that Staff are currently working on the tenth annual Source Water Protection Report.

It was noted that the January 15, 2025 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 also noted that MNR's snow monitoring data is available to the public through the Ontario GeoHub. The site contains information including a list of all active and historical snow survey locations, mapping of snow survey locations as well as historic and current snow survey data (1933-2024).

It was noted that LRCA's area of jurisdiction remains in a Level 1 Low Water advisory.

## 18. NEW BUSINESS

None.

## 19. NEXT MEETING

The next meeting will be held on Wednesday, February 26, 2025 at 4:30 p.m.

## 20. ADJOURNMENT

*THAT: the time being 5:22 p.m. AND FURTHER THAT we have no further business we adjourn.*

**Motion: #34/25**

Motion moved by Grant Arnold and motion seconded by Jim Vezina. **CARRIED.**

Donna Blunt  
Chair

Jammy Cook  
Chief Administrative Officer