



**October LRCA Board Meeting**  
Lakehead Region Conservation Authority  
October 29, 2025, at 4:30 PM  
130 Conservation Road/Microsoft Teams

**Members Present:**

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

**Also Present:**

Tammy Cook, Chief Administrative Officer  
Mark, Ambrose, Finance Manager  
Ryne Gilliam, Lands Manager  
Melissa Hughson, Watershed 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: #111/25**

Motion moved by Greg Johnsen and motion seconded by Brian Kurikka. **CARRIED.**

**3. DISCLOSURE OF INTEREST**

None.

#### **4. MINUTES OF PREVIOUS MEETING**

*THAT: the Minutes of the Lakehead Region Conservation Authority Eighth Regular Meeting held on Wednesday, September 24, 2025 be adopted as published.*

**Motion: #112/25**

Motion moved by Robert Beatty and motion seconded by Greg Johnsen. **CARRIED.**

#### **5. IN-CAMERA AGENDA**

*THAT: we now go into Committee of the Whole (In-Camera) at 4:32 p.m.*

**Motion: #113/25**

Motion moved by Greg Johnsen and motion seconded by Robert Beatty. **CARRIED.**

*THAT: we go into Open Meeting at 4:44 p.m.*

**Motion: #114/25**

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

*THAT: the In-Camera Minutes of the Lakehead Region Conservation Authority September 24, 2025 meeting be adopted as published.*

**Motion: #115/25**

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

*THAT: Staff Report FIN-10-2025 be received AND FURTHER THAT the 2026 Salary Grid be approved with an effective date of January 1, 2026.*

**Motion: #116/25**

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

*THAT: the Salary Grid be increased to account for cost-of-living increases on January 1<sup>st</sup> of the given year in the amount of 2.0% in 2027 and 2.0% in 2028.*

**Motion: #117/25**

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

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

None.

## **7. CORRESPONDENCE**

None.

## **8. STAFF REPORTS**

### **8.1. Multipurpose Room Renovation**

Members reviewed and discussed Staff Report LM-10-2025 related to the Contract for the LRCA Administration Boardroom Renovation Project which recommended awarding the contract to RML Contracting Ltd.

***THAT: the Contract for LRCA Administration Board Room Renovation Project be awarded to RML Contracting Ltd. at a cost of \$184,388.00 not including HST AND FURTHER THAT \$80,000.00 will be appropriated from the Operating Reserve to the project.***

**Motion: #118/25**

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

### **8.2. Floodway Diversion Channel Dredging Project**

Members reviewed and discussed Staff Report NMFC-07-2025 related to the 2025 Neebing-McIntyre Floodway Diversion Channel Sediment Removal and Regrading project which was recommended to be awarded to PNI Contracting Ltd.

***THAT: the 2025 Neebing-McIntyre Floodway Diversion Channel Sediment Removal and Regrading project be awarded to PNI Contracting Ltd. for the material, equipment and labour necessary to remove the accumulated sediment for a cost of \$373,695.00, not including HST as outlined in their Tender Form dated October 17, 2025.***

**Motion: #119/25**

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

## **9. CHIEF ADMINISTRATIVE OFFICER'S REPORT**

### **9.1. Monthly Treasurer's Report**

Members were provided with the Monthly Treasurer's Report for September's Administration and Capital.

## **10. PASSING OF ACCOUNTS**

*THAT: having examined the accounts for the period August 1, 2025 to August 31, 2025 cheque #3637 to #3661 for \$109,814.06 and preauthorized payments of \$161,561.38 for a total of \$271,375.44, we approve their payment.*

### **Motion: #120/25**

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

## **11. REGULATORY ROLE**

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

## **12. PROJECTS UPDATE**

### **12.1. Communications Manager Projects Update**

It was noted that the Communications Manager, Environmental Planner and Planning Regulations Technician were attending the annual Conservation Areas Workshop on October 27-29.

It was noted that the LRCA hosted a Flint-Knapping and Archaeology Workshop. The workshop was co-hosted by Dr. Dave Norris of Woodland Heritage Northwest, Clarence Surette of Lakehead University, and Chris McEvoy of the LU Anthropology Department. Approximately 30 people participated.

It was noted that the annual Fall Migratory Birding Day was held on October 4<sup>th</sup> at Mission Island Marsh Conservation Area.

### **12.2. Lands Manager Projects Update**

It was noted that the Mills Block Redevelopment Project was in progress.

It was noted that someone poured used motor oil and filters in the concrete vault washroom at Little Trout Bay Conservation Area. Cost of removal and disposal is expected to be approximately \$1800.00.

### **12.3. Watershed Manager Projects Update**

It was noted that Lake Superior's water level continues to be below average.

It was noted that the CAO, Watershed Manager, Development Regulations Officer and the Planning and Regulations Technician attended the Planning Workshop hosted by the Ministry of

Municipal Affairs and Housing in Thunder Bay. The workshop included a presentation by Tammy Cook, CAO, regarding LRCA's Plan Review Program.

It was noted that the five-year Memorandum of Understanding's (MOU) regarding the Plan Review program with all member municipalities will expire at the end of 2025. Updated Mou's have been sent out for execution by each council.

It was noted that Staff attended, presented and participated in the 3<sup>rd</sup> Annual Northwest Climate Gathering held on October 18, 2025.

It was noted that the Stewardship Team's Seeds for Conservation Program grew 35 species and 12,232 plants at the LRCA office in 2025. Of the 12,232 plants grown, 8,273 were planted in various locations throughout the city and 3,959 plants were overwintered.

### **13. NEW BUSINESS**

It was noted that the Office will be closed January 2, 2025.

It was noted that the LRCA received a WSIB rebate of \$21,991.63.

### **14. NEXT MEETING**

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

### **15. ADJOURNMENT**

*THAT: the time being 5:10 p.m. AND FURTHER THAT there being no further business we adjourn.*

**Motion: #121/25**

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

Donna Burt  
Chair

Tammy Cook  
Chief Administrative Officer