



# Board of Directors Meeting

## MINUTES

A special meeting of the Lower Thames Valley Conservation Authority's Board of Directors was held in person and remotely via the LTVCA's Administration Office at 100 Thames Street, Chatham, at 2:00 P.M. on Thursday, March 28, 2024. The following directors were in attendance: S. Emons, T. Thompson, K. Loveland, P. Tiessen, L. Vogler, H. Aerts, M. Vink, A. Finn and P. Van Meerbergen. R. Leatham, S. Hipple and M. Bondy sent their regrets.

### 1. First Nations Acknowledgment

Mark Peacock read the First Nations acknowledgement.

### 2. Call to Order

### 3. Adoption of Agenda

**BD-2024-1 K. Loveland – P. Tiessen**

**Moved That** the agenda be adopted as presented.

CARRIED

### 4. Disclosures of Conflicts of Interest

None Declared.

### 5. Approval of Previous Meeting Minutes

**BD-2024-2 L. Vogler – T. Thompson**

**Moved That** the Board of Directors meeting minutes of February 22, 2024 be approved.

CARRIED

### 6. Business Arising from the Minutes

None declared.

## 7. Business for Approval

### a) 2023 Audit and 2024 Budget / Presentation

#### 7.1) Audited Financial Statements

Laura Poland, from Baker, Tilly, provided information around the 2023 Audited Financial Statements.

#### **BD-2024-3 T. Thompson – H. Aerts**

**Moved That** LTVCA's 2023 Audited Financial Statements be approved as presented.

CARRIED

#### 7.2) 2024 Budget

#### **BD-2024-4 P. Tiessen – K. Loveland**

**Moved That** the 2024 proposed budget totalling \$4,356,094 be approved as presented in the budget tables.

CARRIED

### b) Requirements to come into conformity with O. Reg. 41/24 and CA Act changes / Presentations on Legislative Requirements and Chatham-Kent Shoreline Policies

Mark Peacock provided a Power Point Presentation to the Board of Directors on the new Ontario Regulation 41/24 and the CA Act changes that are to come into effect on April 1, 2024.

#### 7.3) Policies and Procedures to Support C.A. Act Planning and Permitting

Jason Wintermute provided a Power Point Presentation to the Board of Directors on the updated Policies and Procedures to support our planning and regulation departments.

#### **BD-2024-5 T. Thompson – L. Vogler**

**Moved That** the LTVCA begin using the erosion rates for the Lake Erie shoreline in Chatham-Kent as noted in the Chatham-Kent Lake Erie Shoreline Study (Zuzek, 2020) beginning April 1st, 2024; and

**Further That** effective April 1, 2024, the following 3 documents no longer be used for administering the Conservation Authorities Act and its Regulations: 1) Lower Thames Valley Conservation Authority Guidelines to Support Administration of the LTVCA's "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation" (Ontario Regulation 152/06); 2) Lower Thames Valley Conservation Authority LTVCA Dock Policy (October 2022); and 3) Lower Thames Valley Conservation Authority Lake Erie Shoreline Development Policy within the Municipality of Chatham-Kent (August 2022); and

**Further That** effective April 1, 2024, that the LTVCA use the document entitled Policies and Procedures to Support Administration of the Conservation Authorities Act Part VI and Ontario Regulation 41/24 for administering Part VI of the Conservation Authorities Act and O. Reg. 41/24; and

**Further That** the LTVCA begin consultation with its member municipalities regarding the document entitled Policies and Procedures to Support Administration of the Conservation Authorities Act Part VI and Ontario Regulation 41/24, the LTVCA will post the document online for public input, and

**Further That** staff will provide any feedback received with proposed changes to the document and any associated resources at the June 2024 Board of Directors meeting.

CARRIED

#### 7.4) Online Mapping Requirements

**BD-2024-6 M. Vink – P. Tiessen**

**Moved That** LTVCA staff be directed to seek input from member municipalities regarding the on-line mapping tool and to promote the tool on its website for public input.

CARRIED

#### 7.5) Delegation of Powers under Section 28 of the Conservation Authorities Act

**BD-2024-7 K. Loveland – P. Van Meerbergen**

**Moved That** the Board of Directors approves the delegation to the Executive Committee of the power to sit as the LTVCA's Hearing Board regarding permits issued under Section 28 of the Conservation Authorities Act. This delegation of powers is to be effective as of April 1, 2024; and

**Further That** the Board of Directors approves the delegation to LTVCA staff of the power to issue, extend and cancel permits issued under Section 28 of the Conservation Authorities Act. This delegation of powers is to be effective as of April 1, 2024; and

**Further That** the Board of Directors approves the delegation to the LTVCA's CAO / Secretary-Treasurer of the power to undertake Administrative Reviews of permits issued under Section 28 of the Conservation Authorities Act. This delegation of powers is to be effective as of April 1, 2024.

CARRIED

#### 7.6) Designation of Provincial Offences Officers

**BD-2024-8 P. Tiessen – M. Vink**

**Moved That** the Board of Directors re-designate the following staff members as Provincial Offences Officers (P.O.O.), on behalf of the Lower Thames Valley Conservation Authority, under the Conservation Authorities Act and associated relevant Regulations. Jason Wintermute, Valerie Towsley, and Jason Homewood are designated as P.O.O. for enforcement of Section 28, and Adam Gibbs is designated as a P.O.O. for enforcement of Section 29 of the Conservation Authorities Act.

CARRIED

#### 7.7) Fee Policies and Schedules

**BD-2024-9 H. Aerts – K. Loveland**

**Moved That** the Board of Directors approve the LTVCA Fee Policy and Schedules, and that the Fee Policy and Schedules be placed on the LTVCA's website under Public Consultation for 30 days, sent out to our member municipalities for feed back, and a memo about the update of the Policy to our various web-based platforms for public consultation and feedback.

CARRIED

- c) Approval of RFP: Architectural & Engineering Services - Longwoods Road Resource Centre - LULA Elevator [to be walked in to meeting]

**BD-2024-10 K. Loveland – T. Thompson**

**Moved That** the Board of Director approve the RFP for Architectural and Engineering Services, Longwood's Road Resource Centre - LULA Elevator project be awarded to Artas Engineering and Design Inc. for a total value of \$17,880.00 (before HST);

**And That** the CAO and Chair be authorized to sign contractual documents in this award.

CARRIED

8. Correspondence

- 8.1) Designation, Ontario Ministry of Natural Resources and Forestry
- 8.2) LTVCA Correspondence out to Members: Legislative and Regulatory Changes Affecting Conservation Authority Development Permitting (Effective April 1, 2024)

**BD-2024-11 L. Vogler – M. Vink**

**Moved That** Correspondence items 8.1) to 8.2) be received for information.

CARRIED

9. Other Business


None noted.

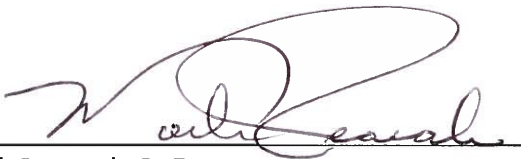
10. Adjournment

**BD-2024-12 P. Van Meerbergen – P. Tiessen**

**Moved That** the meeting be adjourned.

CARRIED

  
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Sarah Emons  
Chair

  
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Mark Peacock, P. Eng.  
CAO/Secretary-Treasurer