



71st Annual General Meeting

Board of Directors' Meeting No. BOD-01-22

Friday, January 28, 2022

9:00 a.m.

Agenda

Meeting Location:

To be held virtually by Zoom

Minutes and agendas are available at www.LSRCA.on.ca

Upcoming Events

2022 Board of Directors' meeting schedule pending approval

A full listing of events can be found at www.LSRCA.on.ca

Board Member Listing

Representing

City of Barrie
City of Barrie
City of Kawartha Lakes
Durham Region: Township of Brock
Durham Region: Township of Scugog
Durham Region: Township of Uxbridge
Town of Bradford West Gwillimbury
Town of Innisfil
Town of New Tecumseth
Township of Oro-Medonte
Township of Ramara
York Region: At Large
York Region: Town of Aurora
York Region: Town of East Gwillimbury
York Region: Town of Georgina
York Region: Township of King
York Region: Town of Newmarket
York Region: Town of Whitchurch-Stouffville

2021/2022 Board of Directors

Councillor K. Aylwin
Councillor C. Riepma
Councillor E. Yeo
Councillor C. Pettingill
Mayor B. Drew
Mayor D. Barton
Councillor P. Ferragine
Councillor A. Waters
Councillor S. Harrison-McIntyre
Councillor R. Greenlaw
Deputy Mayor J. Gough
Regional Chairman and CEO W. Emmerson
Councillor W. Gaertner
Mayor V. Hackson
Mayor M. Quirk
Councillor A. Eek
Regional Councillor T. Vegh
Councillor K. Ferdinands

I. Chair's Welcome and Introductions

Roll Call – 2021 Board Members

The 2021 Board Members will introduce themselves and state which municipality they represent.

II. Declarations of Pecuniary Interest and Conflict of Interest

III. Approval of Agenda

Pages 1 - 7

Recommended: That the content of the Agenda for the Lake Simcoe Region Conservation Authority's 71st Annual General Meeting held on Friday, January 28, 2022 be approved as presented.

IV. Adoption of Minutes

a) Board of Directors

Pages 8-13

Included in the agenda is a copy of the minutes of the Board of Directors' Meeting No. BOD-12-21 held on Friday, December 17, 2021.

Recommended: That the minutes of the Board of Directors Meeting No. BOD-12-21 held on Friday, December 17, 2021 be approved as circulated.

V. Greetings

Chair Emmerson will call upon guests to bring greetings on behalf of their respective organizations.

VI. Presentations

a) 2021 Year in Review

Chief Administrative Officer, Rob Baldwin, will share a presentation on the Authority's 2021 highlights and accomplishments. This presentation will be provided at the meeting and will be available on our website following the meeting.

b) Climate Change: An Optimistic Outlook

General Manager, Integrated Watershed Management, Ben Longstaff will provide an overview of the progress and opportunities we face as a watershed community to manage and reduce the effects of climate change. This presentation will be provided at the meeting and will be available on our website following the meeting.

c) Top Ten Restoration Projects of 2021

Manager, Restoration Services, Christa Sharp will provide a presentation on the Authority's 2021 restoration highlights and accomplishments. This presentation will be provided at the meeting and will be available on our website following the meeting.

Recommended: That presentations, Items VI. (a-c) be received for information.

VII. 2021 Business is Concluded

Chair Emmerson will conclude the Year 2021 business, and the Chair will be deemed vacant.

VIII. 2022 Business

The 2022 Business portion of the meeting will be called to order by the Authority's Chief Administrative Officer, Rob Baldwin.

Roll Call – 2022 Board Members

The 2022 Board Members will introduce themselves and state which municipality they represent.

IX. Election of Officers

The election of officers for 2022 will be conducted by Rob Baldwin, Chief Administrative Officer, acting as Chair Pro Temps.

The general rules for the election are as follows:

- a) Only current Directors of the Authority may vote.
- b) Nominations will be called three (3) times and will only require a mover.
- c) The closing of nominations will require both a mover and a seconder.
- d) Each Director nominated will be required to accept the nomination.
- e) In the event of an election, each nominee will be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing of their surnames.
- f) Upon the acceptance by nominees for the position of office, Directors will submit their choice via Zoom private chat to the Coordinator of the Board of Directors.

Positions are required for Chair and Vice Chair of the Authority for 2022 and must be appointed members of the Board of Directors

A. Election of Officers – 2022

- i. **Chair of the Authority**
- ii. **Vice Chair of the Authority**

B. Appointment of the Regulations Sub-committee for 2022

In the event of a Hearing by the Board of Directors, a Regulations Sub-Committee is formed to review the circumstances of the Hearing and report to the Board. This sub-committee normally consists of the Chair, the Vice Chair, and the Member representing the local municipality in which the application under Ontario Regulation 179/06 is received.

Recommended: That the Chair and Vice Chair, along with the Member representing the local municipality in which the application under Ontario Regulation 179/06 is received, shall be members of the sub-committee to review applications and report to the Board of Directors.

C. Appointment to Conservation Ontario for 2022

Conservation Ontario represents the 36 Conservation Authorities in Ontario. It is the practice of the Authority to request the Chair, or his/her designate, and the Chief Administrative Officer to represent the Authority on Conservation Ontario's Committees and Council. Conservation Ontario's Council meets four times per year, and the 2022 meetings are scheduled to take place from 9:00 a.m. to 1:00 p.m. April 11th (Annual General Meeting), June 20th, September 26th and December 12th.

Recommended: That the 2022 Chair, or his/her designate, be appointed as the Authority's voting delegate to Conservation Ontario; and

Further that the Chief Administrative Officer be the alternate delegate.

D. Appointment to the Lake Simcoe Conservation Foundation Board of Directors for 2022

It is the practice of the Authority to appoint the Chair and Vice Chair, or two designates, to serve on the Lake Simcoe Conservation Foundation Board of Directors. The 2022 Board meetings for the Foundation are scheduled to take place from 8:30 a.m. to 11:30 a.m. on January 26th, March 23rd, May 25th, July 27th, September 28th and November 23rd.

Recommended: That the Chair, _____ and Vice Chair, - _____ be appointed to the Lake Simcoe Conservation Foundation Board of Directors for 2022.

E. Appointment to Solicitors for 2022

The Authority utilizes the services of five (5) legal firms:

1. Stiver Vale Barristers & Solicitors for general administrative advice, land holdings and real estate;
2. Hicks Morley for employment and labour related matters;
3. HHL Law Firm LLP (formerly Hill Hunter Losell Law Firm LLP) for regulation advice and litigation;

4. Barriston Law for general administrative, regulation and planning advice, and litigation; and
5. Beard Winter LLP for general administrative, regulation and planning advice, real estate and litigation.

Recommended: That Stiver Vale, Hicks Morley, HHL Law Firm, Barriston Law and Beard Winter be appointed as Lake Simcoe Region Conservation Authority's legal firms for 2022.

X. Signing Officers for 2022

The Authority wishes to continue banking with the Bank of Nova Scotia.

Recommended: That an account in the name of Lake Simcoe Region Conservation Authority (hereinafter called the "Organization") be kept at the Bank of Nova Scotia (hereinafter called the "Bank"); and

Further that the Authority's Chair, Vice Chair, the Chief Administrative Officer/Secretary-Treasurer, and the General Manager, Corporate and Financial Services/CFO, or any two of them are hereby authorized to sign, make, draw, accept, endorse and deliver cheques, promissory notes, bills of exchange, orders for the payment of money and such agreements and instruments as may be necessary or useful in connection with the operation of the said account; and

Further that any one of the above-mentioned officers is hereby authorized for and in the name of the Organization to endorse and transfer to the Bank for deposit or discount with or collection by the Bank (but for the credit of the Organization only) cheques, promissory notes, bills of exchange, orders for the payment of money and other instruments, to arrange, settle, balance and certify all books and accounts with the Bank and to sign receipts for vouchers.

XI. Borrowing Resolution

Each year at the Annual General Meeting, the Board of Directors pass a borrowing resolution which authorizes a maximum amount that is available for borrowing, if required, to cover administrative and/or capital expenditures during the year. The amount of the borrowing resolution for 2022 is recommended to be set at the traditional level of \$500,000. The Authority has rarely drawn on this operating loan, with the last time being 2010, when it was required to bridge the payment receipts from municipal funding partners and the federal

government Lake Simcoe Clean-Up Fund payments, where payments followed project work completion.

Recommended: That signing officers for the Lake Simcoe Region Conservation Authority be empowered to borrow up to \$500,000 on an Operating Loan Agreement, as required, for administration and/or capital expenditures.

XII. Meeting Schedule

Pages 14-15

Attached is Staff Report No. 01-22-BOD, which seeks the Board of Director's approval on the 2022 Board of Directors' meeting schedule.

Recommended: That Staff Report No. 01-22-BOD regarding the 2022 Board of Directors' meeting schedule be approved.

XIII. Closing Remarks

XIV. Adjournment

Lake Simcoe Region Conservation Authority

Board of Directors' Meeting

Board of Directors' Meeting No. BOD-12-21

Friday, December 17, 2021

Held virtually via Zoom

Meeting Minutes

Board Members Present

Regional Chairman W. Emmerson (Chair), Councillor P. Ferragine (Vice Chair), Councillor K. Aylwin, Mayor B. Drew, Councillor A. Eek, Councillor W. Gaertner, Deputy Mayor J. Gough, Councillor R. Greenlaw, Mayor V. Hackson, Councillor S. Harrison-McIntyre, Councillor C. Pettingill, Mayor M. Quirk, Councillor C. Riepma, Regional Councillor T. Vegh, Councillor A. Waters, Councillor E. Yeo

Board Members Absent

Mayor D. Barton, Councillor K. Ferdinands

Staff Present

R. Baldwin, T. Barnett, A. Brown, K. Cheney, K. Christensen, M. Critch, J. Doyley, S. Jagminas, B. Kemp, B. Longstaff, G. MacMillan, S. McKinnon, N. O'Dell, G. Peat, M. Rosato, L. Staples, K. Yemm, K. Zeppieri

I. Land Acknowledgement

II. Declarations of Pecuniary Interest or Conflict of Interest

None noted for the meeting.

III. Approval of Agenda

Moved by: W. Gaertner

Seconded by: A. Waters

BOD-174-21 **Resolved That** the content of the Agenda for the December 17, 2021 meeting of the Board of Directors be approved as amended to remove the placeholder for Item 6, Staff Report No. 67-21-BOD. **Carried**

IV. Adoption of Minutes

a) Board of Directors' Meeting

Moved by: B. Drew

Seconded by: V. Hackson

BOD-175-21 **Resolved That** the minutes of the Board of Directors' Meeting, No. BOD-11-21, held on Friday, November 26, 2021 be approved as circulated. **Carried**

V. Announcements

- a) CAO Baldwin updated the Board on staff's return to the physical offices, which had been planned for January 10th. He advised that the return to office date has been pushed back to an unknown date at this time due to rising cases of COVID.
- b) CAO Baldwin advised that the Federal Minister's mandate letter was recently issued, and he was pleased to note that it included implementation funding for a series of the Great Lakes waterways and rivers, and Lake Simcoe is specifically named as a recipient. Staff have been working with Environment Canada over a couple of years on a substantial restoration package and remain optimistic that this funding will come through. He reminded Board members that the Authority received Federal funding a few years back through the Lake Simcoe Clean-up Fund and the Lake Simcoe/south-eastern Georgian Bay Clean-up Fund.
- c) General Manager, Integrated Watershed Management, Ben Longstaff was pleased to advise the Board that the Climate Wise Business Network recently held its annual awards ceremony, and the Authority was awarded the GHG Achievement Award. This award recognizes efforts to reduce greenhouse gas emissions, and the Authority reduced emissions from fleet vehicles by moving from gasoline to electric and hybrid vehicles. During the period 2016 and 2019, a 30% reduction in fleet vehicle emissions was achieved, with an overall emissions reduction of 16%, putting the Authority halfway to its 2026 targets.

VI. Presentations

There were no Presentations at this meeting.

VII. Hearings

There were no Hearings at this meeting.

VIII. Deputations

There were no Deputations at this meeting.

IX. Determination of Items Requiring Separate Discussion

Items 2, 3, and 5 were identified under items requiring separate discussion.

X. Adoption of Items not Requiring Separate Discussion

Items No. 1 and 4 were identified under items not requiring separate discussion.

Moved by: P. Ferragine

Seconded by: E. Yeo

BOD-176-21 **Resolved That** the following recommendations respecting the matters listed as “Items Not Requiring Separate Discussion” be adopted as submitted to the Board, and staff be authorized to take all necessary action required to give effect to same. **Carried**

1. Correspondence

There were no Correspondence items for this meeting.

4. Lake Simcoe Shoreline Hazard Project – Request for Proposal – Award to Consultant

BOD-177-21 **Resolved That** Staff Report No. 65-21-BOD regarding the Request for Proposal for the Lake Simcoe Shoreline Hazard Project be received; and

Further that the award of the Lake Simcoe Shoreline Hazard Project to W.F. Baird & Associates Coastal Engineers Ltd. be approved. **Carried**

XI. Consideration of Items Requiring Separate Discussion

2. Conservation Authorities Act Transition Plan

CAO Baldwin updated the Board on the *Conservation Authorities Act* progress, noting there are currently two mandatory steps, the first being the Transition Plan by end of December, which will be submitted to the Province upon approval at the close of the current meeting. The second is the submission by the end of February 2022 of the Programs and Inventories list, which is a list of programs and inventories as they fall into three categories: i) mandatory, ii) administered on behalf of a municipality, and iii) those that advance the issues or causes around the watershed. Base level costing will also be included, and this information will all be brought to the Board for information in February 2022, prior to submission to the Province. Additionally, he provided a few other updates, noting that the Phase 2 regulations consultation guide is to be issued on the Environmental Registry for Ontario for consultation in the coming weeks. This has a tighter timeline of completion by March 2022 prior to the upcoming Provincial election. Phase 2 regulations are principally around financing, levying, and the process around developing the budget for 2024, and this will be shared with the Board and municipal partners for comment.

The CAO noted that he and the Authority's CFO plan to meet with the funding municipalities in the new year to update them on impacts of the *Conservation Authorities Act* changes. He advised that the Minister's Conservation Authorities Working Group has been extended to the end of the first Quarter of 2022 as work continues. Section 28 regulation, which is permitting and regulations, has not yet been released and it is hoped that this release will happen early in the new year. He noted that overall progress has been very good, and Minister Piccini has been very responsive and respectful in helping conservation authorities deliver on the Province's mandate over the coming years.

Moved by: R. Greenlaw

Seconded by: K. Aylwin

BOD-178-21 **Resolved That** Staff Report No. 63-21-BOD regarding the Lake Simcoe Region Conservation Authority's *Conservation Authorities Act* Transition Plan be received; and

Further that the Lake Simcoe Region Conservation Authority *Conservation Authorities Act* Transition Plan be approved; and

Further that the Transition Plan be circulated to Ministry of the Environment, Conservation and Parks, watershed municipalities, and be posted publicly on the Authority's website. **Carried**

3. Updates to Ontario Regulation 179/06 Implementation Guidelines (formerly Watershed Development Guidelines)

Councillor Eek noted she is pleased to see amendments to Section 5 of the guidelines, noting these are much needed restrictions due to the impacts of the more extreme weather events in recent years, specifically in the unique Holland Marsh area.

Moved by: A. Eek

Seconded by: T. Vegh

BOD-179-21 **Resolved That** Staff Report No. 64-21-BOD regarding the updates to the Lake Simcoe Region Conservation Authority's Ontario Regulation 179/06 Implementation Guidelines and the revised document 'Attachment C' be received; and

Further That the revised 'Ontario Regulation 179/06 Implementation Guidelines' for implementation effective January 3, 2022 be approved. **Carried**

5. Updates Lake Simcoe Region Conservation Authority's Purchasing Policy

Councillor Gaertner asked for an explanation on how the recommended limits in the purchasing policy were reached. General Manager, Corporate and Financial Services, Mark Critch explained that the majority of the Authority's procurement and project work is approved through the budget process, and thresholds are examined for particular projects where the Board has already approved amounts towards specified areas. He noted the recommended updates are regarding offsetting projects where specific projects are identified and a balance is needed between business expediency and transparency. He went on to explain that Staff have brought a number of projects to the Board for approval in 2021, and the Board meeting timeframe can put projects behind awaiting Board approval. He assured Councillor Gaertner that there would continue to be full transparency in the budget process, and all project awards are brought forward to the Board as part of the year-end process.

Moved by: W. Gaertner

Seconded by: C. Riepma

BOD-180-21 Resolved That Staff Report No. 66-21-BOD regarding recommended updates to Lake Simcoe Region Conservation Authority's Purchasing Policy be received; and

Further that the delegation of authority to the Chief Administrative Officer (CAO) for project approvals up to \$500,000 and purchase order approvals within the projects up to \$200,000 be approved; and

Further that Schedule E of the Purchasing Policy be updated to allow for standard procurement/purchase order awards between \$200,000 and \$500,000 to be authorized by the Chief Administrative Officer (CAO), along with the Chair or Vice Chair of the Board of Directors; and

Further that the Schedule D of the Purchasing Policy be updated to increase the threshold for the CAO from \$100,000 to \$200,000 on standard procurement; and

Further that the Schedule E of the Purchasing Policy be updated and amended to remove the term "designate" from the authorization table. **Carried**

XII. Closed Session

There were no Closed Session items for this meeting.

XIII. Other Business

- a) Chair Emmerson noted the next Board of Directors' meeting will be the Annual General Meeting scheduled for Friday, January 28, 2022. This meeting will be held virtually.

XIV. Adjournment

Moved by: S. Harrison-McIntyre

Seconded by: C. Pettingill

BOD-181-21 **Resolved That** the meeting be adjourned at 10:02 a.m. **Carried**

Original to be signed by:

Regional Chairman Wayne Emmerson
Chair

Original to be signed by:

Rob Baldwin
Chief Administrative Officer

Staff Report

To: Board of Directors

From: Rob Baldwin, Chief Administrative Officer

Date: January 12, 2022

Subject:

Board of Directors' Meeting Schedule 2022

Recommendation:

That Staff Report No. 01-22-BOD regarding the Authority's 2022 Schedule of Board of Directors' meetings be approved.

Purpose of this Staff Report:

The purpose of this Staff Report No. 01-22-BOD is to seek the Board of Directors' approval of the 2022 schedule of meetings for the Board of Directors. It is customary for the meeting schedule for the ensuing year to be approved at the Annual General Meeting.

Background

a) Lake Simcoe Region Conservation Authority Board of Directors' Meetings

It is the practice of the Lake Simcoe Region Conservation Authority's Board of Directors to meet monthly to consider the business of the Authority. Generally, the Board meets on the fourth Friday of each month from 9:00 a.m. to 12:00 p.m.

Meetings have typically been held at the Authority's offices located at 120 Bayview Parkway in Newmarket; however, in order to comply with provincial guidelines to limit the spread of COVID-19 the Board has been meeting virtually via Zoom since April 2020. It is expected that this trend to continue into 2022. In-person meetings will resume only when it is safe to do so and when restrictions have been lifted. In accordance with the Authority's Administrative By-Laws, the Chair may call a Special Meeting of the Board on three days' written notice.

The proposed Board meeting schedule for 2022 is as follows:

Friday, January 28th (Annual General Meeting)

Friday, February 25th

Friday, March 25th

Friday, April 22nd

Friday, May 27th

Friday, June 24th

Friday, July 22nd

No August meeting

Friday, September 23rd

Friday, October 28th

Friday, November 26th

Friday, December 16th (3rd Friday)

The above meeting dates may be changed to accommodate Authority requirements.

b) Lakes Simcoe and Couchiching/Black River Source Protection Authority Meetings

The Authority Board also meets as part of the Lakes Simcoe and Couchiching/Black River Source Protection Authority. In years past, these meetings were held quarterly and were typically held from 9:00 a.m. to 10:00 a.m. on regular Board of Directors meeting dates, with the Board of Directors' meeting following @ 10:00 a.m. Since the approval of the Source Protection Plan, meetings have been held less frequently. It is anticipated that there will be two meetings held in 2022, one in April and potentially another in the Fall.

Summary and Recommendations:

It is therefore recommended That Staff Report No. 01-22-BOD regarding the Authority's 2022 Schedule of Board of Directors' meetings be approved.

Prepared by Trish Barnett, Coordinator, BOD/CAO

Signed by:

Rob Baldwin

Chief Administrative Officer