



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of January 8, 2025**

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Members in attendance:

Dave Beres, Chair	Town of Tillsonburg
Doug Brunton, Vice-Chair	Norfolk County
Shelley Ann Bentley	Haldimand County
Robert Chambers	County of Brant
Michael Columbus	Norfolk County
Tom Masschaele	Norfolk County
Jim Palmer	Township of Norwich
Chris Van Paassen	Norfolk County
Rainey Weisler	Municipality of Bayham/Township of Malahide
Peter Ypma	Township of South-West Oxford

Regrets: None

Staff in attendance:

Judy Maxwell, General Manager  
Aaron LeDuc, Manager of Corporate Services  
Saifur Rahman, Manager of Engineering and Infrastructure  
Jessica King, Social Media and Marketing Associate  
Isabel Johnson, Resource Planner  
Nicole Sullivan, HR Coordinator/Executive Assistant

**1. Welcome and Call to Order**

The Chair called the meeting to order at 6:30 p.m., Wednesday, January 8, 2025.

**2. Additional Agenda Items**

There were no additional agenda items.

**3. Approval of the Agenda**

**A-1/25**

Moved by P. Ypma  
Seconded by R. Weisler

THAT the LPRCA Board of Directors approves the agenda as circulated.

**Carried**

**4. Declaration of Conflicts of Interest**

None were declared.

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

## **5. Elections**

The Chair and Vice-Chair vacated their seats and Ms. Kimberley Earls, Executive Director for South Central Ontario Region Economic Development Corporation assumed the Chair position. The positions for Chair and Vice-Chair were declared vacant.

### **A-2/25**

Moved by D. Beres

Seconded by S. Bentley

THAT the LPRCA Board of Directors appoints Dana McLachlan as scrutineer for the purpose of electing officers.

**Carried**

### **a) Election of Chair**

#### 1) Call for Nominations

Mike Columbus nominated Dave Beres who accepted the nomination.

Peter Ypma nominated Robert Chambers who declined the nomination.

Chair Earls made one further call for nominations. There were no further nominations.

#### 2) Motion to Close Nominations for Chair

### **A-3/25**

Moved by C. Van Paassen

Seconded by R. Weisler

THAT the nominations for the Chair be closed.

**Carried**

#### 3) Distribution and collection of ballots by Scrutineer

Ballots were not required.

#### 4) Announce Election Results

Dave Beres was declared the Long Point Region Conservation Authority Chair for 2025.

#### 5) Motion to Destroy Ballots

Ballots were not required.

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Tom Masschaele, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

**b) Election of Vice-Chair**

1) Call for Nominations

Chris Van Paassen nominated Doug Brunton who accepted the nomination.

Peter Ypma nominated Mike Columbus who declined the nomination.

Robert Chambers nominated Rainey Weisler who accepted the nomination.

Chair Earls made one further call for nominations. There were no further nominations.

2) Motion to Close Nominations for Vice-Chair

**A-4/25**

Moved by J. Palmer

Seconded by T. Masschaele

THAT the nominations for the LPRCA Vice-Chair be closed.

**Carried**

Doug Brunton and Rainey Weisler addressed the Board to support their nominations.

3) Distribution and collection of ballots by Scrutineer

Ballots were distributed the first time and a tie was declared by Acting Chair Earls.

Ballots were distributed a second time and a tie was declared by Acting Chair Earls.

Ballots were distributed a third time and a majority vote was achieved.

4) Announce Election Results

Doug Brunton was declared the Long Point Region Conservation Authority Vice-Chair for 2025.

5) Motion to Destroy Ballots

**A-5/25**

Moved by S. Bentley

Seconded by R. Weisler

THAT the ballots for the LPRCA Vice-Chair be destroyed.

**Carried**

The Chair and Vice-Chair thanked their nominators and the Board for their support and were looking forward to the year ahead.

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Tom Masschaele, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

Ms. K. Earls and Ms. D. McLachlan were thanked for their service and left the meeting.

Dave Beres, Chair assumed the position and carried on the meeting.

**6. Committee Appointments**

The General Manager reviewed each of the committee membership requirements and members were asked to express interest in committee appointments. Doug Brunton and Michael Columbus were willing to participate as representatives to the Lee Brown Marsh Management Committee. The committee is represented by the LPRCA Chair and one other appointee. As with 2024, the Chair delegated Mike Columbus his designate on the Lee Brown Marsh Management Committee.

**A-6/25**

Moved by S. Bentley

Seconded by R. Weisler

THAT the LPRCA Board of Directors approves the following appointments for 2025:

Michael Columbus and the LPRCA Chair and Vice-Chair to the Land Acquisition Committee;

And

Doug Brunton and, LPRCA Chair designate, Michael Columbus to the Lee Brown Marsh Management Committee;

And

Peter Ypma, Tom Masschaele, Jim Palmer and the LPRCA Chair to the Backus Museum Committee;

And

Robert Chambers, Michael Columbus, Chris Van Paassen, the Chair, and Vice-chair to the Audit and Finance Committee.

**Carried**

**Minutes of the Previous Meeting**

**a) Board of Directors Meeting of December 5, 2024**

**A-7/25**

Moved by T. Masschaele

Seconded by S. Bentley

THAT the minutes of the LPRCA Board of Directors Meeting held December 5, 2024 be

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adopted as circulated.

**Carried**

**7. Business Arising**

There was no business arising from the previous minutes.

**8. Review of Committee Minutes**

No committee minutes presented.

**9. Correspondence**

There was no correspondence to discuss.

**10. Development Applications**

**a) Section 28 Regulations Approved Permits (I. Johnson)**

**A-8/25**

Moved by P. Ypma

Seconded by C. Van Paassen

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated January 8, 2025 as information

**Carried**

**11. New Business**

**a) Extension of Minister's Direction to Not Change Fees (J. Maxwell)**

Judy Maxwell presented the report noting that as per the Minister's Direction, the Planning, Development and Permitting fees will remain frozen at the 2022 rates.

Peter Ypma asked staff how much difference does the frozen fee make in the budget. Aaron LeDuc responded that it would not overly affect the 2025 draft budget as the difference is the equivalent of one large subdivision fee.

Chris Van Paassen asked staff how many years of frozen fees has there been and what is the inflation impact. J. Maxwell replied letting the Board know it was frozen since 2022 and it was about a 15% difference with inflation over those years.

P. Ypma and C. Van Paassen both expressed concerns about this fee loss being put on the municipalities and if the LPRCA Board could send a letter to the Premier, the Ministry of the Environment, Ministry of Municipal Housing Affairs, the Ministry of Natural Resources, copy each member municipality and Conservation Ontario.

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Robert Chambers notes that the decision was made by the Minister to stimulate housing growth, however, in looking at the applications report none of them were for new housing. A distinction between fees for new housing and other permitted activities would be a compromised approach.

**A-9/25**

Moved by P. Ypma

Seconded by S. Bentley

THAT the LPRCA Board of Directors receives the staff report Extension of Minister's Direction to Not Change Fees as information.

AND

THAT LPRCA staff complete a letter to be sent on behalf of the Board of Directors about the Ministers Direction to Not Change the Fees for Planning, Development, and Permitting.

**Carried**

**b) Fee Schedules (A. LeDuc)**

Aaron LeDuc presented the 2025 Draft Fee Schedules report.

Mike Columbus asked staff if we were in line with other private campground user fees in the area. Aaron LeDuc responded to let the Board know that the Authority makes a fee comparison of all parks in the region and other Conservation Authorities every year around budget time to make sure we align.

Peter Ypma asked staff what a goose relocation fee was. Judy Maxwell informed the Board that it was a process where a licensed company removes geese from the city, like Toronto, and relocates them to the marsh.

**A-10/25**

Moved by M. Columbus

Seconded by J. Palmer

THAT the LPRCA Board of Directors approves the proposed 2025 Fee Schedules as presented to be effective January 9, 2025.

**Carried**

**c) Per diem & Mileage (A. LeDuc)**

Aaron LeDuc presented the Per Diem and Mileage report.

**A-11/25**

Moved by R. Chambers

Seconded by J. Palmer

THAT the LPRCA Board of Directors approves increasing the Chair's Honorarium

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to \$2,866, the Vice-chair's Honorarium to \$1,146, the Member's meeting per diems to \$115, and the mileage rate to \$0.64 per kilometer effective January 1, 2025.

**Carried**

**d) 2025 LPRCA Budget and Levy Apportionment Vote (A. LeDuc)**

Following the budget meeting of November 13, the 2025 draft budget was circulated to member municipalities for a 30-day review and comment period. No comments were received.

Peter Ypma asked staff to clarify what CVA on page # 39 meant. Aaron LeDuc let the Board know that it means Current Value Assessment.

**A-12/25**

That the LPRCA Board of Directors approves the following recommendations regarding LPRCA's 2025 Operating and Capital budgets;

1. That the 2025 Operating Budget in the total amount of \$6,082,265 and requiring a Municipal Levy- Operating of \$2,237,681 be approved as set out in Attachment 1;
2. That the 2025 Capital Budget in the total amount of \$808,864 requiring a General Municipal Levy - Capital of \$157,500 and a Municipal Special Levy – Capital of \$100,000 for Norfolk County be approved as set out in Attachment 2;
3. That the proposed 2025 Consolidated Budget in the total amount of \$6,891,129 and requiring a Municipal Levy – Consolidated of \$2,495,181 be approved as set out in Attachment 2.
4. That the proposed 2024 Municipal Levy Apportionment by CVA % be approved as set out in Attachment 3.

<u>Member</u>	<u>Municipality/Group</u>	<u>Weight</u>	<u>Absent</u>	<u>Present</u>	<u>In Favour</u>	<u>Opposed</u>
Rainey Weisler	Municipality of Bayham	4.53		✓	4.53	
Robert Chambers	County of Brant	7.40		✓	7.40	
Shelley Ann Bentley	Haldimand County	7.38		✓	7.38	
Vacant	Haldimand County	<del>7.38</del>	✓		<del>7.38</del>	
Rainey Weisler	Township of Malahide	0.72		✓	0.72	
Doug Brunton	Norfolk County	12.5		✓	12.5	
Michael Columbus	Norfolk County	12.5		✓	12.5	
Tom Masschaele	Norfolk County	12.5		✓	12.5	
Chris Van Paassen	Norfolk County	12.5		✓	12.5	
Jim Palmer	Township of Norwich	7.53		✓	7.53	

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Peter Ypma	Township of South-West Oxford	7.53		✓	7.53	
Dave Beres	Town of Tillsonburg	7.53		✓	7.53	

Weighted Vote Result      92.62%                      100%                      92.62%

**Carried**

**e) Administration Office Renovation (J. Maxwell)**

Judy Maxwell presented the Administration Office Renovation report and sent around the office samples to the Board members.

Peter Ypma asked staff about insurances of LPRCA staying in this location as the cost is high for a rented building. Judy informed the Board that the lease is 4 terms of 5 years with the option to add an extra 5 years, totaling 25 years. LPRCA currently has 18 years left on the lease. Judy Maxwell also spoke to the landlord about LPRCA’s plan before continuing with tendering the project.

Jim Palmer asked staff how long the project will take. Judy Maxwell responded that it will take an estimated 3 weeks to complete once the renovation begins. Staff will remove the equipment and old furniture to be assessed for disposal or sale. The electric work can start right away, the flooring installation will take an estimated 5 days and the furniture installation also is estimated at 5 days.

Doug Brunton asked about the HST fee and if we will recover it. Aaron LeDuc informed the Board that user fees, like campgrounds, the recovery is 100%, with projects like this the public sector body rebate is everything but 1.76%.

Tom Masschaele asked staff what the plans for the old furniture were. Judy Maxwell informed the Board that staff will assess every piece of furniture and anything of value will be added to the Gov Deals website.

Tom Masschaele inquired about the differing prices and bids from the vendors. Judy Maxwell informed the Board that the bids were submitted based on LPRCA’s requirements and for some vendors they had two different products and prices that fit LPRCA requirements. The companies are franchises, and as such the vendor dictates the prices and that would account for the differing prices in Tayco products.

Judy Maxwell noted that we will need to look into moving our Board meeting along with the Town of Tillsonburg’s board meeting for the time period. Mike Columbus asked staff and board if an in-person meeting down at Backus would not be better than a virtual one while the renovations are on-going. The consensus of the Board was to move the meeting location, but keep it in-person.

Shelley Ann Bentley asked staff if LPRCA had a committee or group of staff that will be in charge of assessing furniture and tagging all of LPRCA furniture with keep, sell or dispose.

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Judy Maxwell let the Board know that that person in charge of that is herself.

**A-13/25**

Moved by C. Van Paassen  
Seconded by T. Masschaele

THAT the LPRCA Board of Directors approves the purchase of office furniture and an office cubicle system from Lover’s At Work (London);

AND

THAT the LPRCA Board of Directors approves the purchase of flooring and installation from Carpet One Tillsonburg;

AND

THAT the LPRCA Board of Directors approves the electrical and data cabling services by Rick’s Electric.

**Carried**

**f) Timber Tender McKonkey tract (Block # 1, # 2) (J. Maxwell)**

Judy Maxwell presented the report.

Peter Ypma asked if the McKonkey tracts were replacing the Harris Floyd one. Judy Maxwell responded that the McKonkey was moved up and that Debbie Thain, Forestry Supervisor was going to be looking at our Forest Management Plan.

**A-14/25**

Moved by M. Columbus  
Seconded by R. Weisler

THAT the LPRCA Board of Directors accepts the report as information;

AND

THAT the LPRCA Board of Directors authorizes the General Manager to award the following two tenders, LP-361-25 (Block #1) and LP-362-25 (Block #2) after the closing date of Thursday, January 9, 2025.

**Carried**

**g) Conservation Authority Agricultural Sector Representative (J. Maxwell)**

Judy Maxwell presented the report.

Dave Beres asked staff to clarify if this was 10 individuals, one per Conservation Authority or 1 individual for all 10 Conservation Authorities, and if this is appointed provincially. Judy Maxwell responded letting the Board know that it was 1 individual per Conservation Authority and it will be appointed by the Province.

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Mike Columbus asked is the representative reported back to the Ministry. Judy Maxwell responded to say they will report back to the Ministry each year as listed in the Job Posting.

**A-15/25**

Moved by R. Weisler

Seconded by S. Bentley

THAT the LPRCA Board of Directors receives the staff report Conservation Authority Agricultural Sector Representative – Advertisements Posted as information.

**Carried**

The closed session began at 7:51 p.m.

**12. Closed Meeting**

**A-16/25**

Moved by R. Weisler

Seconded by P. Ypma

THAT the LPRCA Board of Directors does now enter into a closed session to discuss:

- A trade secret or scientific, technical, commercial, financial or labour 5-6 relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization

**Carried**

The Board reconvened in open session at 8:24 p.m.

The closed meeting minutes of the Hearing Board of November 6, 2024 was approved in the closed session.

The closed meeting minutes of the Board of Directors Meeting of November 6, 2024 was approved in closed session.

Next meeting: February 5, 2025, Board of Directors

**Adjournment**

The Chair adjourned the meeting at 8:25 p.m.

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Dave Beres  
Chair

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Judy Maxwell  
General Manager/Secretary-Treasurer

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